



JEAN G. ALGABRE

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Objective:

Seeking a career opportunity within an organization, which desires a quality-oriented employee with good work ethics, who is motivated and geared to exceed the company's expectation.

Experiences:

Bayani Automobile Workshop (November 2021 to May 2024) **Administrator**

Licensed Real Estate Broker (April 2018 to September 2019) **Freelancer**

I & H Family Restaurant (March 2016 to March 2018) **Proprietor / Administrator**

Nolvonne Realty & Management Inc. (February 2015 to February 2016) **Licensed Broker / Administrator**

Licensed Real Estate Broker (March 2014 to February 2015) **Freelancer**

Property Manager (August 2013 -February 2015) **Freelancer**

EPI Global (May 2013 - July 2013) **Part-time English Instructor**

Sante Internation Inc. (December. 2011 - April 2012) **Executive Director**

KNK Live Online Communication Inc. (July 2008 to Nov. 2011) **Senior Manager / Trainer**

English Easy Plus (June 2007 - Jun 2008) **Online Instructor**

Philhotel.com (May 15, 2005, to April 30, 2006) **Office Personnel**

EMPSI (May 3, 2004 - Jan. 20, 2005) **Recruitment Staff**

Gillamac's Marketing Inc. (September 2001 – August 2002) **IT Sales Supervisor**

Gillamac's Marketing Inc. (February 2001 – September 2001) **Sales Executive**

EDUCATIONAL ATTAINMENT

Bachelor of Science major in Computer Science – AMA Computer College, Davao City (1996-2000)

Bachelor of Science major in Business Administration – IBTC, Imus Cavite (3rd year standing in 2005)

PROFESSIONAL LICENSE

Real Estate Broker – License no. 19454
(Professional Regulatory Commission - Philippines)

National Certificate III – Events Management Services
(T.E.S.D.A - Philippines)

TRAININGS & CERTIFICATES

- Event Management
- Basic Website Design
- Virtual Assistant
- Land Title Plotting / Map Reading
- Geohazards
- Climate Change
- Leasing and property management
- Return Analysis Computation
- Comprehensive Real Estate Seminar

KNOWLEDGE COMPETENCY

- Administrative services for personal, business, and work-related projects
- Basic graphic designing for non-designers and professionals
- Content Marketing: A Beginner's guide to starting blog
- Email Marketing: A Beginner's guide to customer relation management
- Facebook Management: How to build online presence using facebook business pages
- Facebook Advertisement: How to find and capture the right people using facebook ads
- Video Marketing: Creating impressive video resume and promotional videos
- T-Shirt Marketing: How to use T-Shirts as Marketing weapon

PERSONAL BLOGS:

- **Wellness and Food** (<https://jeanvegetariandiet.blogspot.com/>)
- **Road to Virtual Assistance** (<https://virtualassistantjean.blogspot.com/>)