



# Alfredo F. Alejo

*'I am a serial entrepreneur with 10+ years of professional experience in various administrative roles. You can have confidence in my ability to effectively address and solve technical challenges. I excel both independently and as part of a team, consistently delivering high-quality results that surpass expectations. My skills encompass tasks like email and appointment management, travel arrangements, research, social media, and digital marketing. Your success is my priority, and I'm here to help you achieve it.'*

## Serial Entrepreneur

### ● Qualification

- As a serial entrepreneur and marketing specialist, I've been actively helping businesses and owners since 2007, assisting them to grow and succeed in their endeavors. I understand the complexities of their operations and can relate to their demands.
- If you want to **expand your support team and build your business**, my 10+ years of experience as a corporate business owner can help you identify the most suitable candidates and train them.
- **Make sure your customers are happy** with my great communication and interpersonal skills honed during my 10 years of professional experience as a financial data analyst and customer support representative in the IT-BPO industry.

### ● Relevant Skills

- Knowledge of social media and online marketing.
- Customer service and problem-solving skills.
- Proficiency in relevant software and tools.
- Strong communication skills.
- Time management and organization skills.
- Adaptability and flexibility to changing situations.

### ● Educational Background

**COLLEGE**  
B.S Computer Science  
New Era University  
SY 2001-2005

### ● Trainings Attended

**VA CRASH COURSE**  
A complete seven-day one-on-one training program for virtual assistant.

### ● Work Experience

**JNR Corporation**  
Marketing Specialist  
August 2023 - November 2023

**TIEAPP Solutions Corporation**  
Marketing Director  
January 2023 – July 2023

**BeWell And LiveWell Corporation**  
HR/Admin Manager  
June 2022 – January 2023

**Nourish Boost Inc.**  
Community Management Director  
April 2021 – June 2022


**SaviCare Support Services Inc.**  
Vice President for Marketing  
March 2020 – June 2022


**Wired Innovative Solution Inc.**  
Marketing Specialist & Junior Developer  
January 2018 – February 2020

**Capital One Phil Support Services Corp.**  
Sr. Financial Data Analyst  
August 2016 – December 2017

*For more detailed information about my employment, kindly visit <https://va.redalejo.com>*

### ● Contact Informaton

 +63 906 445 3703

 redalejoph@gmail.com

 <https://redalejo.com>