

# JOLO DILAG

CR DE JESUS STREET, BRGY. MUZON,  
SAN JOSE DEL MONTE CITY, BULACAN

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## **SUMMARY**

A hardworking and detail-oriented individual with hands-on experience managing a clothing business. Skilled in customer service, social media management, sales, and order fulfillment. Adaptable, organized, and eager to grow in a virtual assistant role.

## **EDUCATIONAL ATTAINMENT**

**TERTIARY:** Technological University of the Philippines, Manila (2018-2022)  
Bachelor of Science in Hotel and Restaurant Management,  
Dean's Lister

**SECONDARY:** Bulacan Standard Academy, with high honors (2012-2018)

**PRIMARY:** Benito Nieto Elementary School (2008-2012)

## **PROFESSIONAL EXPERIENCE**

- Online Clothing Store Owner (March 3, 2021 – April 2026)
  - Managed end-to-end online clothing business operations
  - Handled customer service inquiries via social media platforms
  - Managed social media marketing and content creation
  - Processed orders, packaging, and delivery coordination (order fulfillment)
  - Tracked sales and inventory records

## **SKILLS**

- Customer Service
- Social Media Management
- Content Creation
- Sales & Marketing
- Order Fulfillment
- Basic Bookkeeping / Sales Tracking
- Inventory Management