



JOHN MARK SAROL

DOCUMENT CONTROL OFFICER /
TOP-RATED MULTI-SKILLED VA


I'm a TOP-RATED Virtual Assistant specializing in WordPress, Lead Generation, and Social Media Management. I help entrepreneurs and professionals enhance their online presence with user-centric websites, SEO optimization, and impactful digital campaigns.

SKILLS

- Wordpress Website Designer
HTML, CSS, JS
- Social Media Manager
- Digital Marketing
- Project Management Tools
- SEO and SEM Strategy
Implementation
- Administrative
Assistant/Support
- Document Control
- AI and Popular Tools

CONTACT

 johnmarksarol@gmail.com

 <https://jmbsarol.com/>

 Philippines

EDUCATION

May 2012 - May 2014

Computer Science

Asian Institute of Computer Studies

Nov 2020 - July 2023

13 Online Courses

Coursera

Virtual Assistant

01/2020 - Present



Top-rated **Virtual Assistant** specializing in **Web Development, Social Media Marketing, Paid Ads (Facebook & Google), E-commerce, Administrative Support, Canva Design, and Video Editing**. I help entrepreneurs streamline operations, enhance brand visibility, and drive revenue growth through tailored digital solutions.

Document Control Officer

(Isometric Diagonal Scheme, Inc.)

01/2018 - Present



Collaborated with management to develop procedural documentation, troubleshoot files, and update drawings and specifications. Managed and maintained document control systems, including training setup and database maintenance.

Encoder

(Ponderosa Leather Goods Co.)

05/2017 - 10/2017



Entered numerical data accurately using 10-key pad, maintained daily production logs, prepared and sorted source data for entry, and completed daily data backups to secure records.

Barista (Infinitea Antipolo)

07/2015 - 10/2016



Learned menu preparations and off-label drinks to meet customer needs, maintained cleanliness, prioritized orders, and managed crowds with quick, efficient service.

EXPERIENCE