



Niño Shunbun Rondina

General Virtual Assistant & Marketer

About Me

Result-driven Business Administration graduate with over 14 years of experience as a General Virtual Assistant and Marketer, seeking to leverage my strategic support and digital marketing expertise to advance your Company's mission.

Experience

Chief Marketing Officer (CMO).

April 2024 - Jan. 2026

ZenoshiAI - Calgary, Canada (Remote)

- Develop and execute comprehensive marketing strategies and campaigns that align with the company's goals and objectives.
- Lead, mentor, and manage a high-performing marketing team, fostering a collaborative and results-driven work environment.
- Monitor brand consistency across marketing channels and materials.
- Handle the lead generation through various Online Marketing Strategies.

Activation Marketing Manage (AMM).

March 2023 - March 2024

Millennium Distribution System Inc. (MDSi) - Tangub City

- Studied Marketing Ideas for New and Existing Markets and converted them into campaigns.
- Activated and/or initiated new campaigns to get it running and start the marketing processes.
- Accumulated results from the campaign and evaluate how effective they were.

General Administrative Assistant

Sept. 2019 - April 2022

City Planning and Development Office, LGU - Tangub City

- Assigned in the Economic Sector of the Office to handle Clients' New Business Registrations and Renewals
- Made detailed Project Proposals, Plans & Programs and Activity Designs with Budgetary Estimates
- Made a database system for the office to have accurate filing, consolidations as well as proper & easy way of recording files & documents.
- Done General Administrative tasks.

Virtual Project Manager & Team Leader

Nov. 2013 - Sept. 2019

AdVolve Media Group - Canton, Ohio, USA (Remote)

- Managed a team of VAs working on different areas of Online Jobs like Web Development, Administration, Graphic Designing, Social Media Marketing and other virtual Jobs for various clients.
- Oversees Proper Project Communication, adaptation is in place to the respective departments and making sure that deadlines are met for each clients' projects.

References

Allan Marston

ZenoshiAI - CEO

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Email: allanmarston1@gmail.com

Jennifer Tan

LGU Tangub - former City Mayor

Facebook: [Jennifer Tan](#)

Contact

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- 📍 Tangub City, Philippines

Education

Bachelor of Science in Business Administration major in Marketing
(with High Honors)

-Gov. Alfonso D. Tan College
2008 - 2012

Diploma in Professional Education

-Gov. Alfonso D. Tan College
2018 - 2019

Core Competencies

- General Virtual Assistance
- **AI-Assisted Productivity**
- Digital Marketing
- Team Leadership
- Project Management
- Campaign Management
- Negotiation & Client Relation
- Organizational Skills
- Business Administration
- Financial Management
- Critical Thinking

Language

- English
- Filipino (Tagalog)