

DIANE BILLANO

Las Piñas City, Philippines
+63 999-557-5504
dbeecreatives@gmail.com

PROFESSIONAL SUMMARY

Creative and results-driven Virtual Assistant, Web Developer, and Digital Marketing Specialist with over 13 years of experience supporting global clients across Australia, the US, and Asia. Proven track record in SEO, website development, social media management, and team leadership. Highly adaptable, detail-oriented, and skilled at managing multiple projects in fast-paced environments.

CORE SKILLS

- Virtual Assistance & Administrative Support
 - Web Development (HTML, CSS, WordPress, Joomla)
 - SEO & Digital Marketing
 - Social Media Management (SMM)
 - Graphic Design (Adobe Photoshop, Illustrator, After Effects, Premiere)
 - CRM Tools (Zoho, Zillow, Mailchimp)
 - Content Creation & Blog Writing
 - Team Leadership & Project Management
-

PROFESSIONAL EXPERIENCE

Virtual Assistant & Web Developer (2012 – Present)

Worked with international clients across various industries including real estate, coaching, e-commerce, and digital marketing.

Key Responsibilities & Achievements:

- Managed websites, blogs, and e-commerce platforms

- Executed SEO strategies to improve search rankings
- Handled social media accounts, increasing engagement and brand visibility
- Designed graphics, banners, and marketing materials
- Led teams and coordinated project workflows
- Managed email marketing campaigns via Mailchimp
- Provided customer support and handled administrative tasks

Notable Clients:

- Real estate professionals, life coaches, photographers, and CEOs across Australia, US, and Malaysia
 - Multiple web development and branding projects for small to medium businesses
-

ESL Teacher (2012)

- Taught English to Korean and Japanese students
 - Developed customized lesson plans and improved student communication skills
-

Additional Roles

- Appointment Setter (Chiropractic Clinic)
 - Customer Service Representative (Outbound)
 - Data Entry Specialist
 - Research Assistant for authors and marketing consultants
-

SELECTED PROJECTS & ACHIEVEMENTS

- Director of Photography & Videography – Tuason Racing School
 - Website Development – Star Finder Optical
 - Creative Lead – Multiple digital marketing agencies
 - Razer Streamer of the Month (August 2020)
 - Founded Non-Profit Organization: “Little Survivors” (support for street children)
-

EDUCATION

SoFA Interior Design and Fashion School

St. Paul University Manila (2023 - 2024)

Bachelor of Science in Entrepreneurship

St. Paul University Manila (2010 - 2012)

Information Technology

St. Paul University Manila (2008 - 2010)

TECHNICAL SKILLS

- Microsoft Office
 - Web Development & Design
 - Adobe Creative Suite
 - Canva
 - CapCut
-

LANGUAGES

- English (Fluent)
-

PERSONAL DETAILS

- Nickname: Dee
 - Civil Status: Single
-

DECLARATION

I hereby declare that the information provided is true and correct to the best of my knowledge.