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Aurora Quezon Street, Barangay
36-D, Poblacion, Davao City

Education

Monkayo National High School
High School Diploma
2009 - 2010

Bachelor of Elementary Education
Bukidnon State University
2013 - 2014

Expertise

Social Media Management
Content Scheduling & Publishing
Caption Writing & Optimisation
Lead & Prospect Research
Project & Data Management

Language

English
Filipino

ROY ALLAN A. BELAGANTOL

Social Media Manager | Content Management
| Community Engagement

Profile

Experienced Social Media Manager with a strong background in managing and growing the online presence of businesses and communities. Skilled in scheduling and publishing posts, optimising captions for provided content, conducting hashtag research, and engaging audiences through timely responses to comments and messages. Experienced in moderating online communities, facilitating meaningful discussions, and maintaining consistent branding to enhance overall digital visibility.

Work Experience

- 2025**
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2026
- Assistant to Virtual Assistant**
Self-employed / Freelance
- Managed social media presence for clients, including scheduling posts, optimizing captions, and monitoring engagement across platforms such as Facebook, Instagram, TikTok, LinkedIn, etc.
 - Managed projects and tasks using Asana, ensuring accurate documentation of client data.
- 2015**
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2024
- Blade Asia Inc.**
Management Trainee - Officer-in-Charge (OIC)
- Fully trained and certified to oversee store operations, including staff supervision, cash handling, and daily workflow management.
 - Led teams to ensure smooth operations, inventory accuracy, and customer satisfaction.
- 2014**
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2015
- My Clipper Inc.**
Cashier - Senior Cashier
- Processed customer transactions accurately and efficiently, handling cash, card and digital payments.
 - Promoted to Senior Cashier, supervising daily cashier operations and temporarily assuming Officer-in-Charge (OIC) duties once a week to allow managerial staff a day off, ensuring smooth store operations.
- 2014**
- Mang Inasal Philippines**
Service Crew
- Provided excellent customer service by taking orders, serving meals, and assisting customers efficiently.
 - Handled cash transactions and ensured accuracy in billing.

References

Dylan Najera
Virtual Assistant

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Rommel Morilla
Blade - Area Coordinator

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