

JOANNE ANDRES

Santa Rosa, CA

✉ joanneandres@gmail.com

🌐 <https://www.imagodeimarketing.net>

LinkedIn: <https://www.linkedin.com/in/joanneandres/>

PROFESSIONAL SUMMARY

Remote Digital Content & Operations Specialist with extensive experience supporting businesses, ministries, and nonprofit organizations through content organization, documentation, website maintenance, and backend digital operations. Detail-oriented and highly organized, with strong skills in research, written communication, and digital content support. Purpose-driven professional who values clarity, consistency, and meaningful work. Seeking a **part-time, fully remote role** in content support, research, or operations.

CORE SKILLS

- Content Research & Summarization
 - Written Communication & Editing
 - Documentation & Information Organization
 - Digital Content Coordination
 - Website Content Updates & Maintenance
 - Research & Information Synthesis
 - Remote Operations Support
 - Project Coordination (Asynchronous)
 - Administrative & Backend Support
 - Microsoft Word, Excel, Outlook
 - Windows & Internet Applications
 - Bilingual: English & Tagalog (Conversational)
-

PROFESSIONAL EXPERIENCE

Remote Digital Content & Operations Specialist

Imagodei Marketing | Remote | 2019 – Present

- Provide ongoing digital content and operations support for businesses, ministries, and nonprofit organizations.
- Organize, update, and maintain website content to ensure clarity, consistency, and accuracy.
- Support content development through research, summarization, and refinement of written materials.
- Assist with documentation, digital file organization, and backend administrative tasks.

- Coordinate content updates and revisions independently in a fully remote environment.
 - Maintain confidentiality, accuracy, and attention to detail across all digital systems.
-

Web & Content Support / Administrative Assistant (Remote)

International Reformers Network | Remote | 2016 – 2022

- Supported organizational leadership with website content updates and digital communication materials.
 - Assisted with content organization, documentation, and internal records management.
 - Helped structure written materials for clarity, consistency, and accessibility.
 - Provided remote administrative and scheduling support as needed.
-

Research & Project Support Assistant (Remote)

Keith Watson Consulting | Remote | 2020 – 2021

- Conducted research to support business development and project planning.
 - Organized findings into clear documentation for leadership review.
 - Assisted with content preparation and digital assets for presentations.
 - Provided remote coordination and administrative support.
-

Professional Background

Healthcare Operations & Documentation | California | 2007 – 2019

- Worked in regulated healthcare environments requiring accuracy, confidentiality, and detailed documentation.
 - Maintained digital records and supported operational workflows with a high level of responsibility and organization.
-

ADDITIONAL INFORMATION

- Fully remote professional with long-term experience working independently
- Purpose-driven work supporting mission-aligned organizations
- Comfortable using AI-assisted drafting tools for research, content refinement, and organization