

Jerome Mendoza

Virtual Assistant

Antipolo, Rizal, Philippines



To work in a company that would require and expand my knowledge and skills and provide personal, professional growth, and advancement opportunities.

Skill Highlights

- Proficient in Adobe Creative Suites (Photoshop, Illustrator, InDesign, Flash, Premiere Pro)
- Proficient in Microsoft Office and Google Apps
- Knowledge in Buffer, Slack, Amazon, LinkedIn, Canva
- Knowledge in Programming (HTML, CSS, Php, C++, C, Java)


Education

2013 - 2015

IETI Marikina, — Information and Communication, Technology

Contact

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 live:.cid.6bff9d650abc629b

Work Experience

Admin Assistant II

April 2020- April 2023

- Transcribed medical reports including physicians, nurses, and diagnosis.
- Maintained accurate records of completed work and ensured timely delivery of reports.
- Ensure the accuracy and completeness of reports.

Job Board Manager

Oct. 2021 - Sept. 2022

- Manage job posting of their website
- Upload job in Wordpress

Graphic Designer

July 2020- June 2022

- Create visual designs for clients including logos, branding, print and digital designs
- Work collaboratively with team members to ensure consistency in designs
- Conduct research and analysis to keep up to date with design trends
- Deliver high-quality designs within tight deadlines