



GK VERSOZA

Executive Virtual Assistant
Expert | Freelancer

Qualification

- **Expert in General Administration in Virtual Assistant Service with 2 years exp international remotely.**
Possess Technical efficiency in BS IT with High-end Equipment.**Academic Advancement of Logical Thinking.**

Educational Background

- **Bachelor of Science in Information Technology (Graduate)**
Our Lady of Fatima University 2015- 2018
Thesis Leader with 15+ Certifications (Seminars,& Presenters)
- **Music Theory Extension Program(March 2015- June 2015)**
University of The Philippines

Experience

- **Freelance Executive Virtual Assistant (2020- Present)**
Contractor, General Administrative Skills Expert in Social Media, Digital Designs, Multiple Media and more dedicated for CEO's and Executive
- **5C Virtual Assistant and Services (Mar 2019-Dec 2019)**
International Virtual Assistant, General Administrative Skills
- **Teleperformance Phil Masinag (June 2018 - Oct2018)**
Customer Experience Group, Customer Service Representative
- **GoFluent Eastwood Libis (OJT 500 hours 2018)**
Front End Web Developer, UX and UI Designs, Customer Website Templating
- **Oras ng Katotohanan (TV Program 2012 -2013),**
Advertisement Writer, MTV department with Training in Radio Broadcasting Drama Production
- **Cornerstone Recording Studio (2011- 2012),**
Sessionist, Archiving, Sound Engineering,Arranger,Audio Production Secretary for Time Tracking, Training for Radio Broadcast

Academic Awards

- ▶ **Chess : 1st Placer(Champion)**
Maranatha Bible School Foundation Week 2012
- ▶ **Chess : 2nd Placer**
Maranatha Bible School Foundation Week 2013
- ▶ **Songwriting: 2nd Placer**
Maranatha Bible School Foundation Week 2013
- ▶ **Math Quiz Bee Finalist**
Rizal High School 2011 (4th year High School)



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@gkversoza11

Relevant Skills



Virtual Assistant



Graphic Designs



Front-End Web Development



Audio Production



Video Editing



Digital Portfolio



gkversoza.tk



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