



# 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. Academically Advanced and Logical Thinker**

## 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
- **Volunteer at Alaminos Channel (Sept 2022 - Dec 2022)**  
Youth Government Media, Editor and Correspondent

## Experience

- **Gherkin Media Ltd (New Zealand) (Sept 2022- Dec 2022)**  
Full Stack Web Developer, Figma(Web Designer), Go High Level (CRM)
- **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 Masingag (June 2018 - Oct 2018)**  
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)



@GKSvs



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@gikima19



@gkversoza11

## Relevant Skills



Virtual Assistant



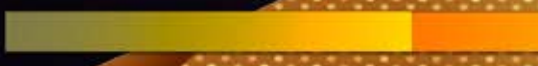
Graphic Designs



Front-End Web Development



Audio Production



Video Editing



Digital Portfolio



SCAN ME



gkversoza.site



gkversoza11@gmail.com