

GIKIMA (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)
- **Kalye Putok Batok Pares (Nov 2020 - Aug 2022)**
Operation Manager handling 3 to 10 teams
- **5C Virtual Assistant and Services (Mar 2019-Dec 2019)**
International Virtual Assistant, General Administrative Skills
- **Teleperformance Phil Masinag (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)



@gkv3rsoza



@gkversoza



Gk Versoza



@gkversoza



gikima19



@gkversoza11

Relevant Skills



Virtual Assistant



Graphic Designs



Front-End Web Development



Audio Production



Video Editing

Beginner Intermediate Professional Expert



gkversoza.site



gkversoza11@gmail.com

Digital Portfolio



SCAN ME