



Haizel Masongsong

Graphic Designer



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Tanauan City, Batangas,
Philippines

About me

Organized and detail-oriented professional with 19+ years of experience in quality assurance and process control, transitioning into virtual assistance. Skilled in administrative tasks, data entry, email management, and scheduling, with a strong eye for accuracy and efficiency. Adept at using MS Office, Google Workspace, and Canva to streamline workflows and support business operations remotely.

Expertise

- Virtual Assistance & Admin Support
- Email & Calendar Management
- Data Entry & File Organization
- Social Media Management
- MS Office & Google Workspace
- Canva Design & Document Editing
- Graphic Designing

My Portfolio

<https://heyz-ai.github.io/My-Portfolio/>

Job Experience

2006 2015	Ibiden Philippines QC Inspector
2016 2018	STMicroelectronics Process Control Inspector
2020 2025	AMS - Osram QA Inspector

Education

2025	Kurso.ph Ultimate VA Course
2025	Alison Learning Graphic Design Course