



# KEVIN DE VERA

BUSINESS VIRTUAL ASSISTANT



## SKILLS

- Advanced Design Skills
- Interior/Exterior Design
- Managerial Skills
- Architectural Rendering
- Proficient in using Google Suite apps and Computer Literate
- Social Media Marketing
- Video Editing
- Basic Web Development HTML/CSS
- English communication skills and basic **Japanese** language in verbal and written



## TOOLS



Microsoft



## PROFESSIONAL SUMMARY

Highly motivated individual with a proven track record of achieving goals and leading by example. Excels in high-pressure situations and is able to quickly adapt to changing circumstances. Determined to reach ambitious targets while maintaining exceptional standards of work.



## WORK EXPERIENCE

### ➤ **Manager of Technology Headquarters** 2018- 2023 **NECO Ltd. (formerly Eijyu Sangyo Phils.)**

- Improve marketing to attract new customers and promote business.
- Prepare and submit project invoices for review and approval.
- Made customers aware of current and new programs and services.
- Client inquiry and request management through E-mail and phone
- Project scheduling and calendar management
- Provided guidance for new employees.
- Train new employees
- Evaluate aspiring applicant's skillset

### ➤ **CG Artist/Interior and Exterior Designer** 2014-2023 **Eijyu Sangyo Phils. Inc.**

- Used Adobe Creative Suite to edit images for use in marketing materials and website content.
- Drafted floor plans in AutoCAD and brought projects to life using 3d Modeling Softwares.
- Used Sketchup/Cinema 4D to manage documentation of new and revised 3D designs.
- Edited and enhanced existing artwork and graphics.
- Put together videos for social media, advertising, and informational purposes.

### ➤ **ESL Tutor (Part-Time)** 2017-2018 **Acadsoc**

- Taught basic English to young Chinese children.
- Taught business English to Chinese college students.



## EDUCATION

Technical Drafting 2014  
**Kor-phil IT Institute**

Business Administration Major in Entrepreneurship 2011-2014  
(Undergraduate)  
**Bulacan State University**