



# MARIA RICA DEAN M. BANAAG

## General Virtual Assistant

Hi! I am committed to delivering exceptional service, with a strong desire for continuous learning and progress. My proactive approach, strong work ethic, and management skills ensure the successful completion of any project or task.

## CONTACT

+63 965 660 5146

banaag.mariaricadean@gmail.com

## SKILLS

- Editing
- Data Entry
- Proactive
- Lead generation
- Cold Emailing
- Creative
- Team Player
- Flexible and adaptive
- Organization and planning
- Boosting & Promoting
- Jr. Java Developer
- HTML and CSS  
intermediate
- Adobe Photoshop Editing
- Illustration
- Capcut Expert

## EDUCATION

### ARTS & DESIGN - SENIOR HIGHSCHOOL

Liceo de Cagayan University  
2021-2023

### BACHELOR OF SCIENCE ENTERTAINMENT & MULTI MEDIA COMPUTING MAJOR IN ANIMATION TECHNOLOGY

Xavier University - Computer Studies Department  
2023 - 2024

### BACHELOR OF SCIENCE INFORMATION TECHNOLOGY

Xavier University - Computer Studies Department  
2024 - Present

## WORK EXPERIENCE

### JR. GRAPHIC DESIGNER & VIDEO EDITING (10 MONTHS)

SB Outsource - Virtual Assistant

- Video editing
- Creative layouts

### JR. RESIDENTIAL RESEARCH TEAM (7 MONTHS)

SB Outsource - Real Estate Department

- Research
- Cold Calling
- Data Entry
- Scheduling Appointment

### SCHOOL OF LAW STUDENT ASSISTANT (7 MONTHS)

Xavier University - Ateneo de Cagayan

- Research
- Data Entry
- Scheduling Appointment
- Double Checker
- Assistance (Software Programs, Activities, Tasks)

## ORGANIZATIONS

### SOCIAL MEDIA MANAGER

Xavier University Band

- Social Media Managing
- Photo Editing
- Portrait Painting
- Graphic Design and Layout
- Illustrator