




# MARK JEZREEL S. WAGAS

## GENERAL VIRTUAL ASSISTANT

### About Me

I am a highly adaptable and efficient virtual assistant, dedicated to helping you stay organized, productive, and stress-free. With expertise in task management, communication, research, and problem-solving, I streamline your day-to-day operations so you can focus on what matters most.

### Contact

 +639518071303

 iammarkjezreel@gmail.com

 Aclan, Nasipit Agusan del Norte

### Skills

- Data Entry
- Web Developing
- Computer Literacy
- Hardware Skills

### Language

- English
- Tagalog
- Cebuano



## Education

● BACHELOR OF SCIENCE IN  
INFORMATION TECHNOLOGY

● BACHELOR OF SCIENCE IN  
SOCIAL WORK



## Training

Multiskills Hub Training  
General Virtual Assistant



## Experience

### **Intern**

Department Of Social Work and Development,  
Mahayag ZDS

July 2023-December 2024

Baranggay Upper Bayao, Tukuran ZDS

February 2024 - June 2024

**\*Freelancer \*Self**

### **Employed**

Services in the areas of:

Video Production Digital

Marketing Website Development

Social Media Strategy

Photography and Editing