IRINE MAY OMPALING

VIRTUAL ASSISTANT

KEY SKILLS

- Visual Graphic Design
- Logo Design
- User Interface/User Experience (UI/UX) Design
- Print Media Design
- Critical Thinking and Problem Solving
- Effective Communication
- Team Collaboration
- Time Management
- Adaptability to Diverse Environments

TECHINICAL SKILLS

- **Programming Languages:** HTML, CSS, JavaScript
- **Design Software:** Adobe Photoshop, Illustrator, Canva.
- **Office Suite:** Microsoft Office, Google Workspace

LANGUAGE

Filipino

English

ABOUT ME

Ambitious and tech-savvy fourth-year Information Technology student with a strong foundation in visual graphic design. Seeking a virtual assistant position to leverage my creative skills, technical knowledge, and ability to manage multiple tasks efficiently.

EDUCATION

Bachelor of Science in Information Technology
Cavite State University-Main Campus   2021 - Present
Expected Graduation: July 2025

CERTIFICATION

National Certificate III in Visual Graphic Design
Technical Education and Skills Development Authority (TESDA)

CONTACT INFORMATION

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📍 Maragondon, Cavite

I hereby certify that the above information is true and correct to the best of my knowledge and belief.