

# LUIS GERARD G. SERQUINA

## COMP ENGR, VIRTUAL ASSISTANT, VIDEO EDITOR, SMM

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### SUMMARY

Versatile and Dedicated Professional with 3+ years of experience as a Virtual Assistant, Video Editor, and Social Media Manager, supporting various clients across crypto, media, education, and events. Skilled in video editing, social media management, customer support and basic web development. Proven ability to manage multiple tasks, create engaging digital content, and provide efficient virtual support. Currently pursuing a degree in Computer Engineering with a strong foundation in programming and IT support.

### TECHNICAL SKILLS

Microsoft Office Tools  
Adobe Creative Tools

Programming  
Marketing

Social Media Management  
IT Support

### PROFESSIONAL EXPERIENCE

#### MIS - IT Intern (IT Support & Web Developer)

Feb 2025 - May 2025

Forever Flawless, Onsite

- Supported Internal IT Operations and Digital Solutions for a beauty and wellness company. Responsibilities included: Technical Support, Ticketing, Web Development, Marketing & Admin Tasks.

#### Freelance Virtual Assistant, Video Editor & Social Media Manager Jan 2020 - Current

Various Clients, Remote

- Provided different support to multiple clients across industries such as crypto, education, entertainment, and content creation. Responsibilities included: Chat support, Virtual Assistance, Video Editing & Content Creation, Social Media Management.
- <https://shorturl.at/OuNyc> (Portfolio)

### EDUCATION

#### JHS- SHS STEM

2012-2020

Faith Christian School, Cainta

#### Bachelor of Science in Computer Engineering

2020 - Current

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### ADDITIONAL INFORMATION

- Languages:** English, Filipino
- Certifications:** Oracle Academy Award of Course Completion in Java Foundation
- Awards/Activities:** Academic Achiever - Grade 10 to 12, Granted Open Scholar for College. Previous professional esports player in Valorant.