

# SHINA YABES

## VIRTUAL ASSISTANT

### ■ ABOUT ME

A motivated and detail-oriented entry-level Virtual Assistant with a background in Information Technology. Skilled in administrative support, data entry, and online research. Adaptable, organized, and eager to learn new tools to help clients stay efficient and focused on their business goals.

### ■ CONTACT

Pampanga, Philippines  
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<https://shinaby.github.io/shina-yabes-portfolio/>

### ■ EDUCATION

**Tarlac State University**  
Bachelor of Science in Information  
Technology  
*Specializing in Web and Mobile Application*  
2022-expected 2026

### ■ KEY SKILLS

- Administrative and virtual assistance
- Email and calendar management
- Data entry and document organization
- Web and mobile application basics
- Project coordination and reporting
- Online research and information management
- Communication and client support
- Adaptability and time management