**OBJECTIVE**

Aspiring general virtual assistant seeking a challenging role to leverage my strong analytical and creative skills, focusing on developing innovative campaigns and strategies to contribute to the growth of a dynamic and forward-thinking organization.

**Work Experience:**

**Customer Service Representative**

**SITEL (**2022­-2023**)**

**EDUCATION**

|  |  |
| --- | --- |
| **Bestlink College of The Philippines**  ***1st-year college***  Bachelor Science of Information Technology  2021-2022 | **Baesa High School**  2013-2017 |
| **E.Rodriguez Jr Integraded School**  General Academic Strand  2018-2020 | **Baesa Elementary School**  2007-2013 |

**TOOLS PROFICIENCY**

|  |  |  |  |
| --- | --- | --- | --- |
| * Canva | * Capcut | * Notion | * Visual Studio |
| * Microsoft Office | * Google workspace | * Slack | * HTML/CSS |
| * OBS | * Basic Photoshop | * Trello | * Mailchimp * Calendly |

**Skill**

* + **Calendar Management**
  + **Event Planning**
  + **Content Calendar**
  + **Google Workspace**
  + **Social Media Management**