

Dominic Rulida

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I have extensive experience working as a freelancer and am proficient in Microsoft Office and the Adobe Creative Suite, including Photoshop and Illustrator. I have a solid experience in graphic and media design, giving me the creativity and technical know-how to make ideas come to life. I can provide engaging visual content for viewers thanks to my skills in video editing. The efficient and prompt completion of work is ensured by my strong computer abilities, multitasking prowess, and organizational skills. As a novice in the sector of virtual assistance, I am passionate and motivated to increase my knowledge and skills in order to offer my clients even more support and value.

EXPERIENCE

Office of the Vice President for Student Development and Auxiliary Services (OVPSDAS),

Internship Student.

Tacloban City, Leyte

January 2022–June 2020

- As an Internship Student, I worked with teams to support goals, build experience, and learned the tenets of professional office behaviour and thoughtful collaboration. I also helped staff members with administrative duties such as restocking supplies, processed incoming and outgoing mail, compiled, modelled, and reported on data for staff members. Additionally, I shadowed staff to learn advanced work, handled incoming and outgoing supplies and packages, and routed them to the appropriate personnel. I assisted with event planning, support, and execution of virtual and in-person engagements, and maintained accurate records and files pertaining to departmental areas of responsibility.

Work from Home.

Video Editor

Basey, Samar

June 2021 - November 2021

- In my hometown during the COVID-19 pandemic, I worked as a video editor, mostly serving teachers and students as my clientele. I put my skills to use by offering editing support for a range of educational initiatives, such as online lectures, presentations, and tutorials. I made sure that my clients' video content was expertly edited, visually beautiful, and engaging by working closely with them. By effectively engaging with clients and completing tasks by the deadline, I also adapted to the special difficulties of remote work. During a trying moment, this opportunity allowed me to improve my video editing abilities while also meaningfully contributing to the education community.

Work from Home

Graphic Designer

Basey, Samar

June 2021 –November2021

- I was a graphic designer in my town during the COVID-19 pandemic, mostly working with students and teachers as my clientele. I worked closely with them to develop engaging and instructional designs for a variety of learning objectives. This involved creating interesting web resources, educational materials, and digital presentations. I modified my design abilities to fit the special requirements of remote learning, making sure the graphics were suitable for internet platforms and successfully communicated the required contents. I significantly contributed to improving the educational experience for students and teachers during a difficult period by offering high-quality graphic design services.

EDUCATION

Primary:

Brgy. Amandayehan Elementary School
Amandayehan Basey, Samar.
SY:2006 - 2012

Secondary:

Leyte National High School (LNHS)
62P2+Q72, Lino Gonzaga Ave, Tacloban City.
SY:2012 – 2018

Tertiary:

Leyte Normal University (LNU)
Bachelor of Science in Information Technology.
Paterno St, Downtown, Tacloban City.
SY: 2019

ADDITIONAL SKILLS

- Computer Skills
- Adobe Creative Suite (Photoshop, Illustrator)
- Microsoft Office
- Graphic and Media Design
- Virtual Assistance
- Multitasking and Organization
- Video Editing