



## ■ CONTACT

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## ■ SKILLS

- Email & Calendar Management
- Data Entry & Web Research
- Canva Graphic Design
- Lead Generation
- Facebook Ads Setup
- Social Media Content Management
- Basic Graphic and Video Editing

## ■ CERTIFICATIONS

- Canva Expert Course
- Data Entry Course
- Lead Generation Course
- Facebook Advertising Course
- Social Media Management Course
- Graphic Design Course

# PRINCESS ALYZZA VILLAROSA

*Virtual Assistant Specialist |  
Available for Freelance Projects*

## ■ SUMMARY

I'm Princess Alyzza Villarosa, a passionate and reliable Virtual Assistant. Currently pursuing Bachelor of Technology and Livelihood Education at the State University of Northern Negros, I've completed professional training and earned certifications in Canva, Data Entry, Lead Generation, Facebook Advertising, Social Media Management, and Graphic Design. I'm organized, proactive, and eager to assist businesses and clients in managing daily tasks efficiently.

## ■ PROJECT EXPERIENCE

### SOCIAL MEDIA PAGE CONTENT MANAGEMENT PERSONAL PROJECT | 2024

- Created social media posts and promotional materials using Canva.
- Scheduled content and engaged with followers on a small personal brand page.
- Gained practical experience in social media management and basic analytics monitoring.

### DATA ENTRY AND ENCODING ACTIVITY SCHOOL ICT/TLE COURSEWORK | 2023

- Accurately encoded student records, test scores, and attendance logs using Google Sheets and Microsoft Excel.
- Practiced file organization, data formatting, and quality checking.

### GRAPHIC DESIGN POSTERS FOR SCHOOL EVENTS SUNN ICT CLUB | 2023

- Designed event banners, certificates, and promotional materials for school activities using Canva.
- Collaborated with student officers to meet design requirements and deadlines.

## ■ EDUCATION

*State University Of Northern Negros*  
Bachelor of Technology and Livelihood Education  
2022 – 2026