

Contact

www.linkedin.com/in/samuelaquino1989 (LinkedIn)

Top Skills

Microsoft Office
Design
Online Marketing

Samuel Aquino

Freelance

Sariaya, Calabarzon, Philippines

Experience

College Mastermind

Graphic Designer

August 2023 - Present (1 year 5 months)

remote

Inspired Filipino Freelancers

Graphic Designer/General Virtual Assistant / Social Media Manager

August 2022 - October 2022 (3 months)

Baguio City, Cordillera Admin Region, Philippines

As a highly organized and detail-oriented individual, I am passionate about helping businesses and individuals achieve their goals through effective virtual assistance. As a General Virtual Assistant, I am skilled in a wide range of tasks such as administrative tasks, customer service, email management, calendar management, data entry, transcription, and research. I am proficient in using various tools and software like Microsoft Office Suite, Google Suite. Here are some of the programs and skills I learned.

Facebook Manager

Canva

Lead Research tools

Filmora

Corel Draw

Email Management and Filtering

Setting Up an Email Automation using Mailchimp

Creating Email Flyers

Replying through email inquiries

Manage and Updates Social Media Accounts (Facebook & LinkedIn)

Schedule Social Media Post

Filter and Reply comments on Social Media

Helping the team in creating content

Research on certain topics for blog spots, newsletters, and others

Decal Republic

Graphic Designer /branch Manager / social media manager/ sales rep/
installer/ Production head

November 2011 - July 2022 (10 years 9 months)

Philippines

Effectively managed small business in The Philippines. Oversaw executive leadership, company training, and public relations with media. Developed intensive, ambitious business strategies, short-term goals, and long-term objectives. Reached quotas during the pandemic. Fostered change in company culture to be more open, transparent, and accountable.

Finepix Graphics

Graphic Designer/ Printer Operator

July 2009 - October 2011 (2 years 4 months)

Lalaan II, Silang, Cavite, Ph

I mostly handled production. Creating designs while simultaneously printing with 3 different machines, after quality control i also packaged them.

Silang Digital Printing

Graphic Designer/ Printer Operator Tarp Installer

March 2008 - February 2009 (1 year)

Silang, Calabarzon, Philippines

Worked as a Junior Graphic designer & printer operator for a good 3 months then, was tasked to manage a remote office in the neighboring town.

Education

ACLC College

Under Graduate, Computer Graphics · (October 2007 - March 2008)