



Ezekiel John Arbutante Isiang



Virtual Assistant

PERSONAL INFORMATION



Purok 1, Diamond Street
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DATE / PLACE OF BIRTH

August 14, 1995
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LINKEDIN

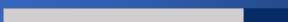
linkedin.com/in/ezekieljohnsiang

HOBBIES



LANGUAGES

English



Filipino

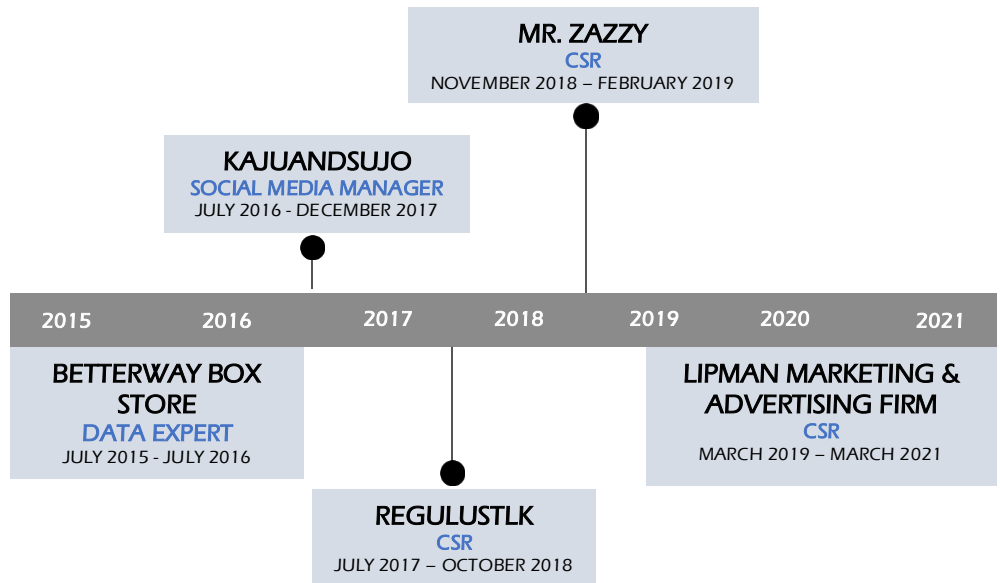


PROFILE

I am a highly-skilled online job seeker having skills in Customer Service, Public Relations, Content Writing, Photoshop, Video Editing, Audio Editing, research, etc. I am self-motivated, I am a problem solver, internet savvy, honest with my work and time, and a fast learner. I work without supervision, accept criticism, and willing to be trained.



CAREER TIMELINE



EDUCATION

Bachelor of Science and Business Administration
Major in Entrepreneurial Marketing
Mindanao State University at Naawan
APRIL 2014 - MAY 2018

Visual Graphic Design NC III
Technical Education and Skills Development Authority
JULY 2019 - OCTOBER 2019

Videography / Film Production
Technical Education and Skills Development Authority
JANUARY 2020 - APRIL 2020

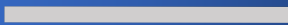


SKILLS

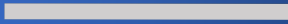
Communication Skills



Microsoft Office



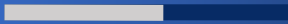
Data Entry



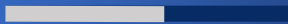
Customer Service



Graphic Designing



Videography



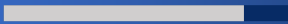
WordPress (Front-end)



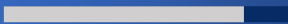
Google My Business



Audio Editing



Social Media Management



OBJECTIVE

I'm looking to take my career to the next level and move out of contract work into a full-time employee for a company where I can be a part of a team and focus my energy on my best strength. I'd like to build a long-term career that lets me focus on professional growth. I want to learn new things and gain experience in different departments.

SEMINARS & TRAINING ATTENDED

Personal Development Seminar and Workshop

Mindanao State University at Naawan

JUNE 2017

Cooperative Seminar

Mindanao State University at Naawan

JULY 2017

Digital Marketing

Mindanao State University at Naawan

DECEMBER 2017

One Big Idea (Workshop and training)

Mindanao State University – Iligan Institute of Technology

FEBRUARY 2018

Picture and Video Editorial Exercise

Technical Education and Skills Development Authority

OCTOBER 2019

WHY YOU SHOULD HIRE ME?

- I am very flexible - you can train me if you feel that you want to assign me to a new task
- I am Honest
- I am Loyal
- I am hardworking
- I can work without supervision
- And lastly, I am a fast learner

REFERENCES

Frank Mendez

Frankmendezresource@gmail.com | [Web Developer](#)

William Melchor Calibugar

Iliamcalibugar@gmail.com | [Graphic Designer](#)

Charllote Patilan

Chaiipats41@gmail.com | [Social Media Manager](#)