



Ferlez Bagaan

Virtual Assistant
Graphic Designer

How to reach me:

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Kamagayan, Cebu City, Cebu

Personal Profile

I am a Virtual Assistant and Graphic Designer with robust problem-solving skills and proven experience in customer relation management and social media management with great practice of work ethics and professionalism. Willing to be trained in all new things.

Career Summary

Office Clerk

Sisters of Mary School - Boystown
August 2018 - March 2019

- Organized files and reports of the school related documents
- Created presentations and reports
- Assisted the school principal in all the various task

Executive Graphic Designer

BroSis Cosmetics
January 2019 - present

- Designed marketing materials and promotions
- Conceptualized designs for packaging
- Creates designs to promote on social media platforms

Virtual Assistant

January 2019 - March 2021

- Managing social media platforms for promotions
- Creating landing pages and sales for the campaign
- Customer Relation Management
- Web Designing and Graphic Designing

Professional Skills and Tools

Graphic Design:

Adobe Photoshop, Illustrator, Canva

Email Marketing

Klaviyo, Omnisend, Clubworx, Zipline

Social Media Management:

Facebook ads, Creator Studio, Hootsuite,

Web Design

WordPress, Joomla, Wix, Plugin

Apps Integrations/Automation

Xapier

Customer Relation Management

Facebook, Instagram, Clubworx, Zipline

Data Entry/ Organization

Spreadsheet, Excel, Microsoft word,

Communication Tools

Skype, Zoom, Slack, Messenger

Task Management

Trello, Monday

Educational Training

Sisters of Mary School - Boystown, Inc.

Major in Visual Graphic Design NCIII

- Enrolled since April 2014 to September 2019
- Taking up specialization courses in visual graphic design and multimedia

Character References

Sister Eva R. Aringo, SM.

School Principal, Sisters of Mary School - Boystown, Inc.
Cell: 09474879326

Mrs. Analyn Cavan

Assistant School Principal, Sisters of Mary School - Boystown, Inc.
Cell: 09458219506