



JASMIN ORCALES

Virtual Assistant & Graphic Designer

About Me

I am a Graphic Designer and Virtual Assistant with expertise in branding, design, and administrative support to enhance client efficiency.



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Butuan City, Agusan Del Norte, Philippines

Language

- English
- Filipino

Expertise

- Management Skills
- Creativity
- Adobe Photoshop
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

Experience

Ideal Design Solution 2020 - 2022

As a Virtual Assistant at Ideal Design Solution, I manage schedules, coordinate communications, and handle administrative tasks like data entry and client follow-ups. I help streamline workflows, allowing the design team to focus on their creative work while ensuring smooth project operations.

Seventitans Media 2022 - 2023

At Seven Titans Media Company, I worked on creating visual designs for different media projects. This included designing graphics for digital platforms, advertisements, and promotional materials, while ensuring the designs aligned with client needs and brand standards.

Education

Caraga State University

Bachelor of Information Systems
2021 - 2024

Agusan National High School

Humanities and Social Sciences
2018 - 2020

Skills Summary

Design Process	<div><div></div></div> 85%
Project Management	<div><div></div></div> 81 %
Schedule Management	<div><div></div></div> 92%