



# JOHN VIC MACARIO

VIRTUAL ASSISTANT  
VIDEO AND PHOTO EDITOR  
DATA ENCODER



## SKILLS AND ABILITIES

I = Personality (DISC Profile Test)  
49 Word Per Minute - Typing Speed

- Virtual Assistant
- Content Research
- Video and Photo Editing
- Typing speed and accuracy
- Critical thinking skills



## CONTACT



23 ROTC Hunters, Barangay  
Tatalon, Quezon City, Philippines



+639457043989



johnvic-macario-portfolio.vercel.app



johnvicmacario@gmail.com

Good Day, I am John Vic!

I work as a Virtual Assistant, I assist owners of small and medium-sized businesses in completing their tasks so they can focus on what is most important.

Here are some of the tasks I can do:

- Managing of social media and email accounts
- Researching on the internet and data analysis
- Doing tasks in Microsoft Office
- Data entry
- Editing and checking written materials
- Photo and video Editing
- Gathering data for Efficient Business Strategy and Decision Making
- Making reports and presentations
- Answering and making calls on the client's behalf
- Improve Customer Relations (through Customer Support, Refunds, etc.)



## SPECIALIZATION

- Administrative assistant
- Data entry specialist
- Photo Editor
- Video Editor



## EDUCATIONAL HISTORY



**Technological Institute of the Philippines**

2016 - 2018



**938 Aurora Boulevard, Cubao, Quezon City**



**The National Teachers College**

2018 - 2023



**629 J. Nepomuceno St. Quiapo, Manila**

# APP SAVVY



**KAPWING**



**Wondershare  
Filmora**



**Vercel**



**WORDPRESS**

**Office**



**GitHub**



**Adobe  
Photoshop**

**zoom**