



AERIEL KRISHIA ATIJERA

CONTACT

✉ arielatijera.19@gmail.com

📞 +639185133819

📍 Brgy. Pinugay, Baras, Rizal

🌐 krxshia.github.io

SKILLS

- Computer literate
- Quick to grasp new concepts and technologies
- Fast and accurate typing
- Written and verbal communication

MICROSOFT OFFICE APPLICATIONS



GOOGLE WORKSPACE



EMAIL AND CALENDAR MANAGEMENT



DATA ENTRY



BASIC GRAPHIC DESIGN



Eager to secure an opportunity where I can use my excellent communication skills, technical proficiency, and organizational abilities as a virtual assistant.

RELEVANT EXPERIENCE

RECORDED NOTETAKER (PART-TIME / HOMEBASED)

Beehive Support Services Inc. | Nov. 2022 - Jan. 2023

- Preparing bulleted notes from pre-recorded classes of students with learning disabilities
- Provides comprehensive summaries of audio recordings from schools across US and Canada

ASSISTANT MANAGER (FAMILY BUSINESS)

Ishi PC Computer Rental | 2018 - 2023

- Printing, editing and typing documents using MS Word, MS Excel, and Google Docs
- Doing basic graphic designs using Adobe Photoshop and Canva (e.g.: virtual/printed invitation cards, certificates, etc.)
- Scheduling appointments for customers

EDUCATIONAL BACKGROUND

BS IN INFORMATION TECHNOLOGY

AMA Computer College - East Rizal | 2020 - present

- Major in Web Application Development
- Consistent President's Lister and Dean's Lister with a range of 1.05 to 1.29 GWA.