



# Wen Mark Alpuerto

GENERAL VIRTUAL ASSISTANT

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09675343188

Davao City, Philippines

I am now looking for a full/part-time job as a General Virtual Assistant that will allow me to put my diverse learning to use and advance my career. I am a highly motivated and proactive freelancer with exceptional networking and organizational skills.

## EDUCATION

### HIGH SCHOOL

Senior High School

06/2017 - 04/2018

Philippine

### COLLEGE

INTERFACE COMPUTER COLLEGE INC.

06/2020 - Present

Diploma in Information Technology

- Virtual Graphic Design
- Animation
- Web Development
- Computer System Servicing

## WORK EXPERIENCE

### Service Crew

Jollibee Inc.

02/2019 - 12/2019

Philippine

Gold award

- Achieving the standard quality of the product

### Call Center Agent

Teleperformance

02/2020 - 08/2020

Philippine

### Graphic Designer

Interface Computer College

10/2020 - 06/2022

Philippine

### Graphic/Website Design and Development (part-time)

Web Solution

06/2019 - 11/2021

Philippine

### General Virtual Assistant (Freelance)

Premvy Inc.

03/2022 - 11/2022

## SKILLS

ILLUSTRATOR

PHOTOSHOP

INDESIGN

HTML

CSS

JAVASCRIPT

PHP

WORDPRESS

JQUERY

LARAVEL

REACT

SEO

MS OFFICE

CANVA

SMM

SHOPIFY

VIDEO EDITING

## CERTIFICATES

NATIONAL CERTIFICATE III (11/2022 - 11/2027)

Virtual Graphic Design

NATIONAL CERTIFICATE II (04/2022 - 04/2027)

Computer System Servicing

CERTIFICATE OF PARTICIPATION  
(06/2022 - Present)

Virtual Graphic Design Contest (3rd Placer) in whole district

NATIONAL CERTIFICATE II (09/2022 - 09/2027)

2D Animation

NATIONAL CERTIFICATE III (12/2022 - 12/2027)

Web Development

## LANGUAGES

ENGLISH

Professional Working  
Proficiency

TAGALOG

Native or Bilingual  
Proficiency

## INTERESTS

EDITING

LOGO MAKING

PRINT MEDIA

PHOTO MANIPULATION

DESIGN

DB MANAGEMENT

PROGRAMMING

DATA ENTRY

VIDEO EDITING

WOMEN