



MARIA CARLA MARAAN

VIRTUAL ASSISTANT / ONLINE TEACHER



EXPERIENCES

I.T. (MCGI ICT Convention) -global

Dates: December 7, 2025

Had lectures on **Ethical Hacking**, Basic Coding, Data Privacy, and **AI prompt Engineering**.

English Teacher (Bestone-China)

Dates: February 2023 – January 2025

English Debate Trainer

Taught Specializations: Business English, IELTS training, and International News (Free Talk)

E-Books/Curricula Taught: International Law, IELTS, TOEFL, Business English (with Free Talk), Reader Explorer, Power Up, Oxford Discover, Starlight, WoderSkills, Let's Go, and Oxford Phonics World.

English Teacher (NOVAKID Global –Russia)

Dates: April 2020 – January 2023

Trained and taught conversational English to kids from 3 years old to teens.

Clients were mostly from European countries, South America, Middle East, and South East Asia.

Content Creator (Youtube and Tiktok– Online Platform)

Dates: 2019 – 2022

Content focused on effective work-from-home motherhood, parenting, and success stories.

Online ESL Tutor (Tutor Group –China / Palfish –China)

Dates: 2018 – 2020

Trained English secondary language students to improve communication skills and to pass TOEFL and TESOL.

Virtual Assistant – Account Secretary

Dates: 2017 – 2018

Handled calendar, records, email management, email support, meeting agenda, product sourcing, and product research.

Collection and Banker Specialist (J.P. Morgan Chase & Co. - USA)

Dates: October 2010 – February 2016

Assisted card member managers and customers on credit card and auto loan payments, billing queries, and plates registration.

Senior Mortgage Loan Officer (GMAC Bank – USA)

Dates: 2005 – 2006

Assisted clients in repayment plans to fix their credit scores out from foreclosed mortgage loans.

Marketing Assistant & Floor Manager

UNTV 37 - Strata 2000 building -PH

Dates: March 2006 – May 2006 (OJT)

I assisted the "What's Up Doc?" program on UNTV 37 with administrative and support tasks to execute marketing and promotional strategies.

MCGI Worker Ministry (up to "Individual")

Dates: 2005 – 2008

I served in one of our church Ministry engaging members in Faith.



EDUCATION

Bachelor in Science Business Admin (2002 – 2006)

Centro Escolar University – Manila Philippines

Secondary Education (1998 – 2002)

La Concordia College – Manila

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Facebook:
<https://www.facebook.com/mariacarla.maraan/>



Coursera:
<https://www.coursera.org/user/ae6e1c79253a34e29f7c314cc5058204>



CERTIFICATION

English Mastery: Certified C2 Level

Proficiency (LinkedIn/External Certification).

IBM:

- *Generative AI: Prompt Engineering Basics
- *Generative AI: Introduction and Applications

COURSERA:

- * Generative AI: The Future of UX UI Design
- *Advanced Risk Management, Security Controls & Monitoring
- *Foundations of NIST Cybersecurity Frameworks
- *Foundations of Cyber Security.
- *The GRC Approach to Managing Cybersecurity from Kennesaw State University!
- *Play it Safe: Manage Security Risk
- *The GRC Approach to Manage Cybersecurity
- * AI Foundations & Design Thinking

- *HP LIFE: Learn How Data Drives Business
- *HP LIFE: Improve Cybersecurity Awareness

- * MICROSOFT: "Introduction to AI concepts"
- * MICROSOFT: "Introduction to machine learning concepts"

- *TESOL Certified

- *Trainer Methodology Certified

- *Accent Training Certified

- *MCGI ICT: Ethical Hacking, Data Privacy, A.I. Basics