Hello! I'm Mico, your go-to Virtual Assistant

With a flair for efficiency and creativity. Specializing in data entry, web development, and visual design, I'm here to help your administrative tasks, build engaging websites, and create eye-catching graphics.

CV   Contact Me

Experience with:

- Administrative Tasks: Google Workspace, Trello, Asana
- Graphic Design: Canva, Adobe Photoshop, Figma
- Web Development: HTML, CSS, JavaScript, WordPress, Bootstrap
- Digital Analytics: Google Analytics
- Video Editing: CapCut Pro, Adobe Premiere Pro

Graphic Design	100 %
Wordpress	80 %
Front End Development	85 %
Virtual Assistant	90 %

Graphic Design

I create thumbnails, design T-shirt graphics, develop brochures and banners, design product labels, and craft social media graphics.

Wordpress

I build and customize WordPress websites, develop and modify themes, install and configure plugins, optimize performance, and ensure responsive design.

Front End Development

I specialize in creating responsive and user-friendly websites, implementing interactive elements with JavaScript, optimizing site performance, ensuring cross-browser compatibility, and enhancing the overall user experience.

Virtual Assistant

I can manage emails, handle data entry, schedule appointments, conduct online research, and provide customer support.
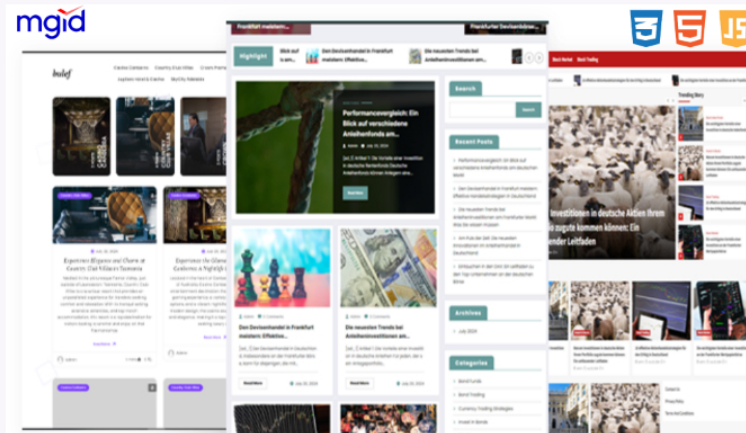
Latest Projects

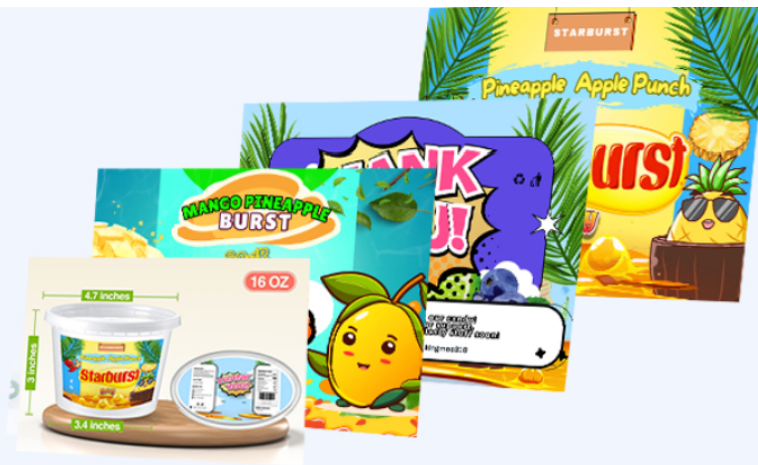Check out some of my latest projects with creative ideas.

See All Projects

WORDPRESS

Virtual Personal Assistant

I set up an automated WordPress blog using the WP Automatic plugin and integrated ChatGPT AI for automatic content creation, including managing post settings and integrating Pixabay for images. I handled advertising campaigns on MGID and ADKP, created custom thumbnails and ads, and resolved HTML, CSS, and JavaScript issues to improve site functionality.

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Exotic Sweets - Product Labeling

I was hired on Upwork at an hourly rate to design product labels for a candy. I developed 20 unique labels, each featuring distinct categories, flavors, color combinations, and font styles. I managed the entire design process, ensuring each label effectively represented the product and adhered to brand guidelines.

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VIDEO EDITING

Barangaroo - HouseBar Show reel

I created a short video ad for Barangaroo House Bar by cutting and trimming clips to make it engaging. I used CapCut Pro to add transitions, background music, and sound effects, and then fine-tuned the video with Adobe Premiere Pro to ensure smooth transitions and clear audio, resulting in a polished final ad

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GRAPHIC DESIGN

Intern - Product Chips

During my internship at DAR, I designed and created product labels for local products. I developed visually appealing and informative labels, managing the entire design process from conceptualizing layouts to selecting colors and fonts, and ensuring compliance with branding guidelines. My work enhanced the market appeal and clarity of the products.

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Contact me

Reach Out to me! Discuss a Project or just want to say Hi? My inbox is open for all.

Email   Telegram   Whatsapp