



# FRANCIS EJ SARABIA

GENERAL VIRTUAL ASSISTANT / EXECUTIVE ASSISTANT  
GRAPHIC DESIGNER

## Objective

I am Virtual assistant providing remote assistance to business management professionals by using my exceptional expertise in handling administrative , graphic design and clerical work from remote location. My roles are includes conducting research and organizing data, interacting with customers or clients using graphic designs and performing additional clerical duties like updating calendars or sorting documents.

## Experience

### PART TIME JOBS

#### AMAZON PRODUCT RESEARCH

*Dr. Squatch Store*

**February 2020 - December 2021**

The company develop and produce natural, high-performance personal care products specifically designed to meet the demands of men everywhere.

#### GENERAL VIRTUAL ASSISTANT

*Upwork*

**January 2020 - March 2021**

As a general virtual assistant I performed various administrative tasks, including answering emails, scheduling meetings and making travel arrangements. Moreover, creating documents, presentation, data entry and graphic design.

#### GRAPHIC DESIGNER

*Upwork*

**September 2021 - December 2021**

I worked as a part-time graphic designer to a client on Upwork, and made him a design for ads on a mobile application he created.

## Contact



### Phone

+639461207301



### Email

francissarabia01433@gmail.com



### Address

Batangas City, Philippines

## Expertise

- Amazon Product Research
- Computer Literate
- Adobe Photoshop
- Canva
- Scheduling
- Virtual Assistant

## Language

Filipino ☐

English ☐

## FULL TIME JOBS

### GRAPHIC DESIGNER

MODULE ENTERPRISES

February 2018 - January 2020

As a full time employee to a design and printing business, I assigned to create a layout out of my skills and creativity and based to my client needs. I can design layout for different occasions such as birthdays, anniversary, wedding, invitations etc.

## Education

### 2019 - present

Batangas State University

**BS Information Technology**

The Batangas State University is a Level IV state university in the province of Batangas, Philippines. Established as a manual training school in 1903, Batangas State University is the oldest higher education institution in the country's Calabarzon Region.

## COURSES AND TRAININGS

### NC II COMPUTER SYSTEM SERVICING 2018

TESDA

### BASIC FOUNDATION AND TOOLS SMM 2022

Surge

### AMAZON DROPSHIPPING 2019

Your VA Buddy

### FACEBOOK ADS MARKETING TRAINING

2022

Surge

### BASIC PRODUCT RESEARCH 2019

Your VA Buddy

## REFERENCES

### CHRISTINE GHIA

FREE LANCER

christineghia@gmail.com