Mary Angela C. Retuya

Philippines | +639 764 305 228 | mryangelaworks@gmail.com

PROFILE

Executive Assistant & Web Designer with 3+ years driving operational efficiency and creative growth for CEOs and entrepreneurs in nonprofit, tech, and creative industries. in automation, CRM management, and content creation, delivering measurable growth in engagement and operational efficiency. Proven ability to adapt quickly, streamline workflows, and execute high-impact projects in fast-paced environments.

EMPLOYMENT HISTORY

May 2024 -- June 2025

Executive Operations Manager + Social Media

EulClavie Outsourcing

- Managed and delegated tasks to a virtual team, ensuring alignment with CEO priorities and timely project delivery.

- Assisted CEO with meetings, scheduling, and strategic planning, ensuring smooth communication with clients and partners.

- Implemented workflow systems that cut project turnaround time by 30% and maintained 100% branding consistency across campaigns.

- Created and maintained Excel sheets for budget tracking and monthly KPI reporting, ensuring accurate financial monitoring and data-driven decision-making.

- Handled CEO's inbox and calendar management, improving organization and responsiveness.

- Produced graphics and videos that increased web traffic by 60% and doubled engagement.

May 2023 -- April 2024

Executive Assistant + Graphic Designer

A Write to Heal

- Produced marketing assets (graphics, videos, presentations) that supported nonprofit campaigns and reached an audience of 10,000+ annually.

- Designed and coordinated creative campaigns that boosted community engagement and increased donor contributions.

- Ensured 100% on-time delivery of projects through proactive planning and cross-team coordination.

January 2023 -- April 2023

Creative Virtual Assistant + Website Designer

The Collective Mic Productions

- Designed digital program booklets and developed a website for theater productions.

- Provided creative assistance to the CEO, ensuring smooth execution of production timelines.

EDUCATION HISTORY

January 2020 - June 2025	Bachelor of Information Technology **University of San Carlos, Cebu** Specialized in Web Development and Design	Cebu
August 2017 - May 2019	STEM Graduate - Specialization in Programming **University of San Carlos, Cebu**	Cebu

ACHIEVEMENTS

January 2022 - March 2022	Philippine Startup Challenge Lead Graphic Designer & Marketing	Cebu
November 2022 - April 2023	PLDT & SMART - Top 15 innovation Generation Season 3 UI / UX Designer & Lead Graphic Designer & Marketing	Cebu

CERTIFICATES

April 2024	SmallTalk2Me: English Level Test Result: C2 Proficiency
April 2024	Executive Assistant Training Magic
January 2024	The VA Bar: Virtual Assistant Training Internship and Training
October 2023	Foundations of User Experience (UX) Design Google
October 2023	Start the UX Design Process: Emphasize, Define, and Ideate Google

PROFESSIONAL SKILLS

English Communication	Advanced
Flexibility and Adaptability	Advanced
Creativity	Advanced
Management	Proficient
Organization Skills	Advanced
Problem Solving	Advanced

TECHNICAL SKILLS

Canva & Photoshop & Figma	Advanced
Microsoft Software	Advanced
Google Applications	Proficient
Software Adaptability	Advanced
CRM Tools	Proficient