

Mary Angela C. Retuya

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PROFILE

I'm an organized, adaptable problem-solver who enjoys finding better ways to get things done. For over a year and a half, I worked as an Executive Operations Manager in a busy startup, leading projects, smoothing out workflows, and helping different teams work together seamlessly. I have a Bachelor's in Information Technology, so I'm comfortable with a wide range of tools and systems. I thrive in fast-changing environments, stay calm under pressure, and focus on delivering work that truly supports the team's goals.

EMPLOYMENT HISTORY

July 2025 – Current

Freelancer

Handle a range of freelance projects and creative commissions for friends, referrals, and clients. Everything from small one-off gigs to more involved collaborations. Adapt easily to different styles, timelines, and needs while ensuring each project reflects the client's vision.

May 2024 -- June 2025

Executive Manager | Social Media Manager

EulClavie,
Texas

Oversaw company operations while managing social media platforms in a startup environment. Created visually appealing graphics, edited engaging video content, and implemented strategies that boosted audience engagement, website traffic, and brand visibility. Collaborated across teams to ensure smooth workflows and consistent branding.

May 2023 -- July 2024

Executive Assistant | Graphic Designer

A Write to Heal,
New Jersey

Collaborated closely with the CEO as an executive assistant, handling a variety of tasks including creating graphics, editing videos, preparing PowerPoint presentations, organizing and managing emails, and executing email marketing campaigns to support business goals.

January 2024 -- March 2024

Creative Virtual Assistant | Website Designer

TCMP
Philadelphia

I designed digital program booklets and developed a website for theater productions, serving as the CEO's trusted creative assistant to ensure the smooth execution of creative projects.

October 2023 - December 2023

Technical Support Representative, Chat Support

Concentrix

As a technical support representative specializing in chat support for QuickBooks Time software, responsibilities include providing prompt assistance to users experiencing issues or seeking guidance. Tasks involve troubleshooting software-related queries, resolving technical issues, and offering step-by-step instructions to users via chat.

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

COMPETITIONS

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