

Mary Angela C. Retuya

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PROFILE

Executive Assistant & Web Designer with 3+ years supporting CEOs and entrepreneurs across creative, nonprofit, and tech industries. Skilled 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 Manager Social Media Manager <ul style="list-style-type: none">Managed company operations and led social media growth strategies, increasing Facebook followers from 100 to 2,000 in 2 weeks.Created visually appealing graphics and edited engaging videos, boosting web traffic by 60%.Streamlined cross-team workflows, ensuring consistent branding and timely deliverables.	EulClavie, Texas
May 2023 -- May 2024	Executive Assistant Graphic Designer <ul style="list-style-type: none">Created graphics, edited videos, and prepared professional presentations to support nonprofit initiatives.Organized and managed CEO's inbox, email marketing, and project schedules.Collaborated on creative campaigns, enhancing community engagement.	A Write to Heal, New Jersey
January 2024 -- March 2024	Creative Virtual Assistant Website Designer <ul style="list-style-type: none">Designed digital program booklets and developed websites for theater productions.Provided creative assistance to the CEO, ensuring smooth execution of production timelines.	TCMP Philadelphia
October 2023 - December 2023	Technical Support Representative, Chat Support <ul style="list-style-type: none">Provided prompt assistance to QuickBooks Time users via live chat.Troubleshooted software issues, offering clear, step-by-step solutions.	Concentrix

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