

CAREER OBJECTIVE:

To be a valuable, reliable, and resourceful virtual assistant specifically dealing with marketing and administrative tasks that can help with the progress or development of one's entity or firm.

PERSONAL INFORMATION:

Name: Christian Lumapay
Age: 24
Sex: Male
Civil Status: Single
Date of Birth: January 30, 1997
Email Address: clumapay.info@gmail.com
Nationality: Filipino
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EDUCATIONAL ATTAINMENT:

University of Southeastern Philippines
BS in Communication Development

EXPERIENCE:

123Employee (Virtual Assistant)

Nov 2016 - Oct 2019

- Administrative assistant
- Graphics & Audio editing
- Data Entry
- Lead Generation
- Social Media Management
- Calendar Management
- Website Management

Elevated Perspective (Virtual Assistant)

Oct 2019 - Dec 2019

- Social Media management
- Graphics Designer
- Website Designer

Home Based Virtual Assistant / Freelance Website Designer

Jan 2020 - present

- Administrative assistant / Virtual Assistant
- Graphics Designer
- Website Designer - Wordpress / Shopify / JavaScript Code