



Rica Medalla



Date of Birth: June 25, 1998

I am hardworking, creative, and goal oriented individual who works with passion and aims to produce the highest possible outcome quality that will make a great client's satisfaction. I am also an individual who can work on team and willing to learn more for the team and the firm's benefit.



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SKILLS & ATTRIBUTES

- * Graphic Design: Canva, Adobe Photoshop
- * Video Editing: Capcut pro, Filmora
Basic Editing in Adobe Premier pro
- * Data Entry, Administrative task
- * Fast Learner, Flexible

EDUCATION

**BACHELOR OF SCIENCE AND
TOURISM MANAGEMENT**

2019

Cavite State University Main Graduated: June 2019

EXPERIENCE

Coffee Project: BARISTA
November 2019 – February 2020

BDO Unibank Inc: Client Service
Associate
March 2020 – August 2022

AS International: Executive Assistant,
Secretary, Social Media Marketing, Editor
October 2022 – March 2024