



OLAF VALENTIN

OBJECTIVE

To leverage my skills and abilities for professional growth while contributing to a dynamic team, and to enhance my expertise and knowledge in the business and corporate sectors through resourcefulness, innovation, and adaptability.



+63 947 7242 514



olaaafv@gmail.com



Johnbee Village, Bokawkan,
Baguio City, Benguet 2600

LANGUAGE

- English
- Filipino (Tagalog)

SKILLS

- Attention to Detail
- Time Management
- Multi-tasking
- Decision-making
- Social Media Management
- Photo Editing
- Video Editing
- Technical Troubleshooting
- Basic Programming
- Basic Computer Troubleshooting

EXPERIENCE

Outreach Specialist

Freelance - Remote

September 2024 - Present

- Identify Opportunities
- Utilize SEO Tools
- Database Management
- Tracking and Reporting
- Negotiate Terms

REAssist Virtual Assistance Services

Virtual Assistant

August 2022 - August 2024

- Managed and organized database
- Created and scheduled social media posts and designs
- Conducted data entry tasks accurately and efficiently
- Assisted in data prospecting for potential clients or properties
- Handled invoices
- Property Listing and Inquiry Calls

Dangwa Commercial

IT Support

January 2022 - August 2022

- Provided technical support to end-users for hardware, software, and network-related issues
- Installed, configured, and maintained computer systems and software applications
- Managed inventory of IT assets and equipment, ensuring accuracy and availability

Pine Tree Transit

IT Support

January 2022 - August 2022

- Developed and maintained website for bus line company
- Designed user-friendly interfaces for online booking and information access
- Provided technical support for website users
- Conducted regular updates and maintenance to ensure website functionality

EDUCATION

University of Baguio

Bachelor of Information Technology

Major in Software Development

CERTIFICATIONS

- UX DESIGN
- CISCO NETWORK ACADEMY
- LEAN START-UP SEMINAR
- PHOTOGRAPHY 101
- PROHTECT DESIGN PROGRAM
- GOOGLE DEV
- BEST RESEARCH PROJECT STUDY