

2025

# WORK PORTFOLIO

**TASKS | GRAPHICS | BRANDING**

**LORRAINE QUEZADA**

[lorrainequezada@gmail.com](mailto:lorrainequezada@gmail.com)

VIRTUAL ASSISTANT

# CONTENT

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# HI! NICE TO MEET YOU.

Hi! Thank you for visiting my portfolio. This collection represents the knowledge, skills, and experiences I've gained throughout my journey. Each project reflects my commitment to delivering quality work, solving problems with efficiency, and continuously learning and improving. I invite you to explore my work and see how my expertise and passion come together to create meaningful results. Feel free to look around and get to know my work—I'm glad you're here!



**LORRAINE QUEZADA**  
V I R T U A L   A S S I S T A N T

📞 +63 977 337 3137 ⓕ rainequezadaa

✉️ lorraineeqezada@gmail..com

# WHAT I CAN OFFER

## ADMINISTRATIVE TASKS

- EMAIL/CALENDAR MANAGEMENT
- ADMIN MANAGEMENT
- DATA ENTRY, REPORTS, AND RESEARCH
- PROJECT MANAGEMENT ASSISTANCE

## CREATIVE & TECHNICAL SUPPORT

- SOCIAL MEDIA MANAGEMENT
- COPYWRITING
- BASIC LAYOUTS

# EDUCATIONAL BACKGROUND

Far Eastern University – Silang, Cavite

**Science, Technology, Engineering, and Mathematics Strand**

2021 – 2023

## Extra-curriculars or Organizations:

- Graduated as Top 3 of the batch
- Science and Technology Writer in FEUC SHS simbuhan (S.Y. 2021 – 2022)
- Vice President for Internal Affairs in FEUC SHS Student Council (S.Y. 2021 – 2022)
- President in FEUC SHS Student Council (S.Y. 2022 – 2023)

# EDUCATIONAL BACKGROUND

Cebu Institute of Technology – University  
A leading Center of Excellence in Computing Education

**Bachelor of Science in Computer Science**  
2023 – 2027 (Expected Graduation)

## Extra-curriculars or Organizations:

- Active Member of Computer Student Society
- Secretariat Member of Computer Student Society (S.Y. 2425)
- Assistant Secretary of Supreme Student Government CIT-U Commission on Elections (COMELEC) (S.Y. 2425)
- Secretary of Supreme Student Government CIT-U Commission on Elections (COMELEC) (S.Y. 2526)
- Secretariat Lead of Google Developers on Campus CIT-U (S.Y. 2526)

# SAMPLE WORKS

ADMIN TASKS



ACADEMIC OUTPUTS



GRAPHICS/BRANDING



# SAMPLE WORKS

ADMIN TASKS



2025

Lorraine's Portforlio



Contact Me

# SHS GRIEVANCE FORMS

Dear \_\_\_,

Greetings of Fortitude, Excellence, Uprightness, and Compassion!

The FEU Cavite Senior High School Student Council is known and considered the highest representative organization of the department. Moreover, the TAMSSC seeks to represent the student body regarding their academic, internal, and external concerns.

We have received your concern regarding **\*insert nature of concern\***: *"copy-paste the concern then italicize"*

In line with this, we would like to inform you that the Council is **\*course of action\***. The Council heard your grievance.

We shall update you as soon as we get a response from the department's administrators.

In service,

Name

Position, SHS Student Council

Far Eastern University - Cavite

## ROLE: STUDENT COUNCIL PRESIDENT (SENIOR HIGH SCHOOL)

- OVERSAW THE GRIEVANCE SYSTEM BY ENSURING ALL STUDENT CONCERNS SUBMITTED THROUGH OFFICIAL FORMS WERE PROPERLY LOGGED, TRACKED, AND ADDRESSED.
- DELEGATED AND MONITORED TASKS WITHIN THE GRIEVANCE COMMITTEE WHILE MAINTAINING OVERALL ACCOUNTABILITY AS PRESIDENT.
- COMMUNICATED WITH ADMINISTRATORS BY DRAFTING AND FORWARDING FORMAL EMAILS TO CONCERNED DEPARTMENTS AND STAKEHOLDERS.
- ENSURED TRANSPARENCY AND FAIRNESS BY FOLLOWING UP ON GRIEVANCE CASES UNTIL RESOLUTION.
- PREPARED OFFICIAL REPORTS ON GRIEVANCE STATUS AND PRESENTED UPDATES DURING COUNCIL MEETINGS.

# COMELEC SECRETARIAT TASKS



- DRAFTED AND RELEASED OFFICIAL LETTERS, NOTICES, AND MEMOS
- TRACKED AND DOCUMENTED GRIEVANCES AND ELECTION-RELATED COMPLAINTS
- COORDINATED VENUE REQUESTS AND LOGISTICS FOR ELECTION EVENTS
- MANAGED ELECTION RECORDS, FORMS, AND OFFICIAL COMMUNICATIONS
- PREPARED PROCLAMATION LETTERS AND INDUCTION INVITATIONS

# SAMPLE WORKS

ACADEMIC OUTPUTS



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# INFORMATIVE POSTERS

2025

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# COMPUTER SYSTEM

A system consisting of SOFTWARE (set of instructions that directs and specifies tasks and information) and HARDWARE (tangible aspect of the system and performs the actual processing of what task that software ask to do)

## MAIN UNIT AND COMPONENTS

- INPUT**: It allows devices to enter data and instructions to computer. Inputs characters, points object, input sound, video, and image.
- STORAGE**: It stores or keep inputted data or instruction for future use. RAM, HDD, Flash Drives: Tools to store collected data.
- CONTROL & ARITHMETIC**: Core unit of all processing actions of computer such it collects, store, process, and present data to user. Central Processing Unit is the central control, arithmetic, and storing unit of a computer system, especially the motherboard.
- OUTPUT**: Hardware component that display the data collected, stored, and process by computer. Monitor (including phones, tablet), printer, projector, and stereo are used to display any data from computer.

Created by: Lorraine B. Quezada | BS CS - 1 | CS132 | FEBRUARY 2, 2024  
 REFERENCES: Pott, Y. N., & Patel, S. J. (2004). Introduction to computing systems: From Bits and Gates to C and Beyond.  
 Components of computer – Five basic computer components. BYJUS. <https://byjus.com/govt-exams/computer-components/>

# Wildcats101

Primer of Cebu Institute of Technology - University  
 Created by: Lorraine B. Quezada | BSCS - 1, CS132 27/01/2024

## Vision

TOP Philippine University in 2025

## Mission

We GEAR for life

- G** Guide learners to become industry-preferred and life ready professionals
- E** Empower people for knowledge generation and creativity
- A** Accelerate community development
- R** Respond proactively to a fast-changing world

## Core Values

- C** Culture of Excellence: A commitment to go beyond the ordinary
- I** Integrity: Uncompromising adherence to moral and ethical principles
- T** Teamwork: Promoting a culture of collaboration and empowerment
- U** Universality: Regard for the welfare of people and nature

## Graduate Attributes

- Team-player
- Critical Thinker
- Lifelong learner
- Effective Communicator
- Well-rounded Citizen
- Innovative
- Competent
- Values-driven
- Technology-proficient

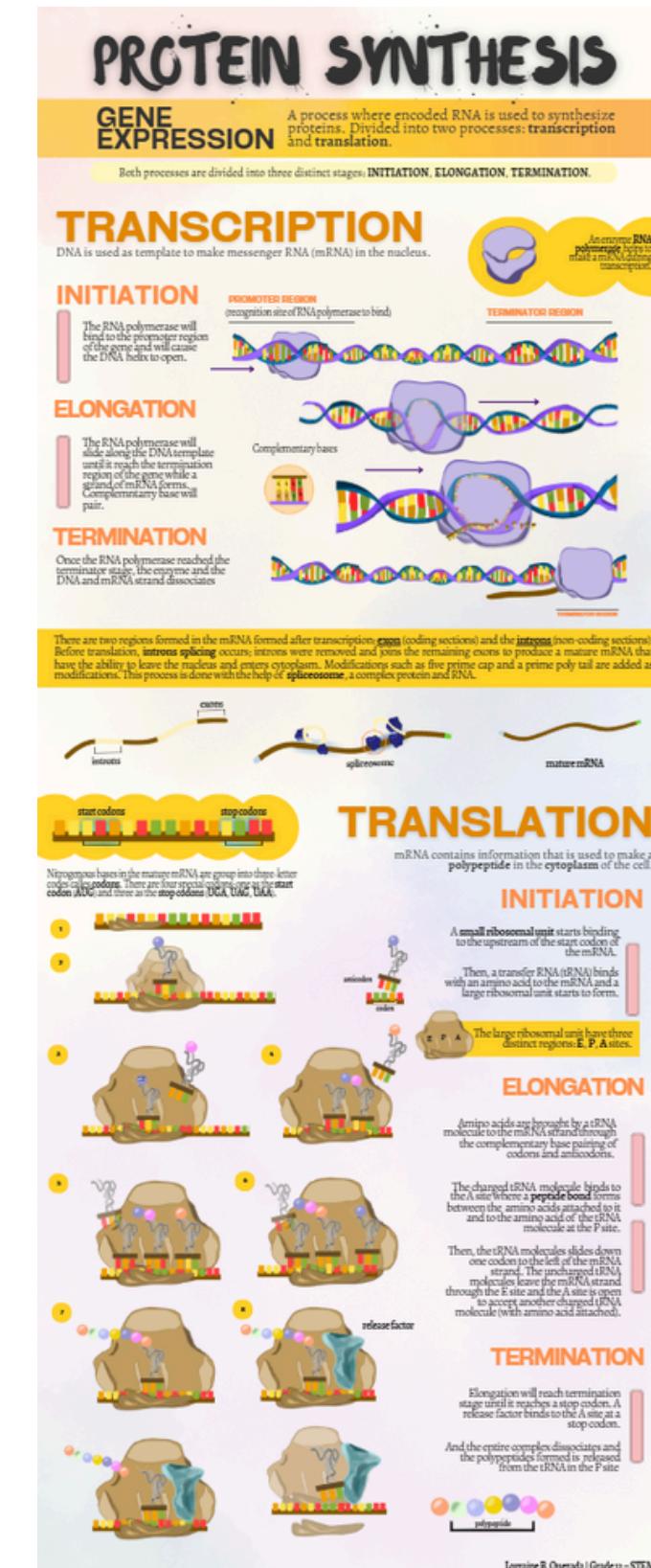
## Key Result Areas

- CULTURE AND PEOPLE DEVELOPMENT**: To highlight the plan of adding or enhancing people's competencies
- PROCESS DEVELOPMENT & TECHNOLOGY MANAGEMENT**: To emphasize the continuous process improvement efforts of the University.
- STEWARDSHIP**: To stress the importance of collective responsibility to ensure the University's vitality and promote environmental protection.
- CLIENT RELATIONSHIP**: To accentuate company-wide initiatives and systems to nurture and sustain mutually beneficial relationships.

BE PART OF THE HOME OF THE WILDCATS!  
 All Photos from CIT-U Official Facebook Page

# INFORMATIVE POSTERS

## PROTEIN SYNTHESIS (SHS ACTIVITY)



## POSTER ACTIVITY



# PORTFOLIO

## NSTP ACTIVITY

2025

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# SAMPLE WORKS

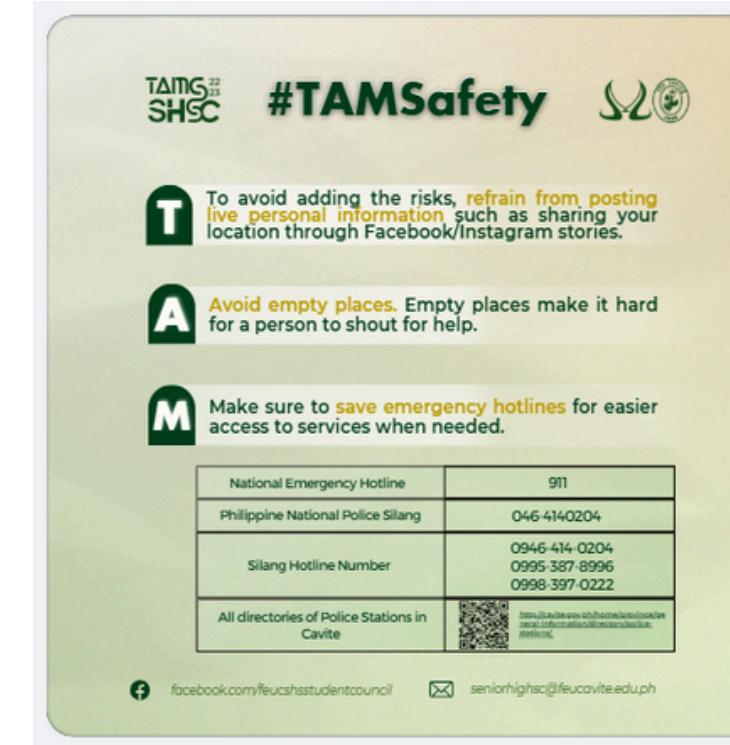
GRAPHICS/BRANDING 



# SENIOR HIGH SCHOOL

FOR SY. 22-23  
STUDENT COUNCIL

## #1: TAMSAFETY ANNOUNCEMENT



1 - TAMSAFETY 1



2 - TAMSAFETY 2



3 - TAMSAFETY 3

## #2: BASIC PUBMAT TEMPLATES



1 - ANNOUNCEMENT (1)



2 - ANNOUNCEMENT (2)



3 - WALANG PASOK (Typhoon)



4 - Monthly Meetings



5 - Logo

# SENIOR HIGH SCHOOL

FOR SY. 22-23  
STUDENT COUNCIL

2025

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## #3: VALENTINES SPECIAL PUBMAT



## #3.1: SPOTIFY PLAYLIST COVERS



# SENIOR HIGH SCHOOL

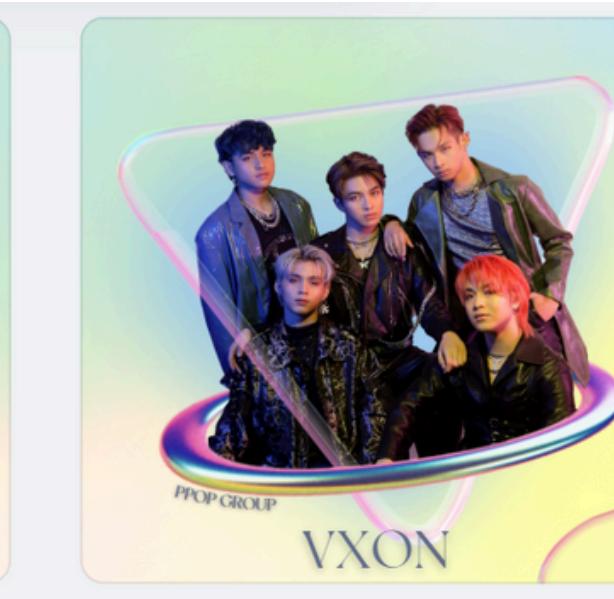
FOR SY. 22-23  
STUDENT COUNCIL

## #4: ACQUAINTAMS PARTY

### #4.1: COVER PHOTO AND LOGO



### #4.2: DP BLAST



### #4.3: INVITED PERFORMERS

1

2

3

4

# SAMPLE BUSINESS MOODBOARD

A COURSE ACTIVITY

2025

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**PAWS AND PAGES**  
*creativity meets compassion.*

separate working space

foster cat cafe

**PAYTONE ONE KIONA RALEWAY**

cats are allowed only inside the cat cafe

# SAMPLE BUSINESS POSTERS

A COURSE ACTIVITY

## BUSINESS POSTERS



# SAMPLE APP MOCKUP

A COURSE ACTIVITY

SPLASH SCREEN



CREATE ACCOUNT

I read and accept the terms and conditions, privacy notice, and offer details.

**SIGN-IN**

Name

Email

Password

Remember me [Forgot password?](#)

**SUBMIT**

OR

Already a member? [Log-in](#)

LOG-IN

Email

Password

Remember me [Forgot password?](#)

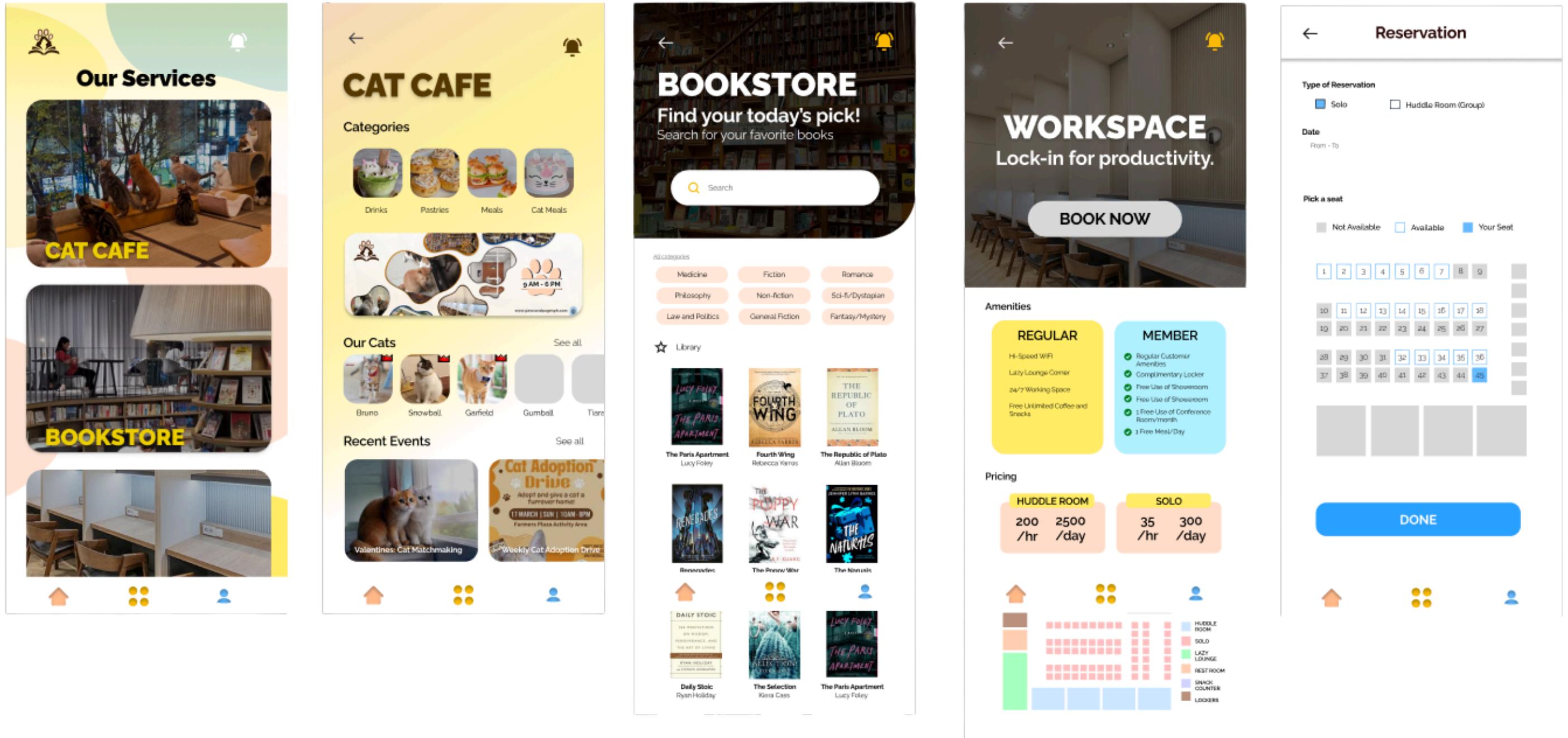
**SUBMIT**

OR

Not a member? [Sign-in](#)

# SAMPLE APP MOCKUP (A COURSE ACTIVITY)

## FUNCTIONALITIES



# LETS WORK

Organization | Creativity | Technology

## CONTACT ME:

-  loraineequezada@gmail.com
-  +63 977 337 3137
-  @rainequezadaa

