



# CHARLOTTE CHUCA

INTERN



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1403 St. Jude Dr. Palmera  
3&4 Taytay, Rizal

To gain valuable experience, knowledge and skills in a challenging environment to foster those I have learned from school. In return, I offer my determination to be an asset of your company throughout the duration of my training period.

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## Experience

**Freelance Virtual Assistant (Basic Tasks)**  
2019-2020

**Social Media Manager**  
2020-2021

**Shopify/Amazon Data Entry**  
2020-2021

**Digital Marketing Leads Generation**  
2022

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## Education

**2017 - 2019**  
OUR LADY OF FATIMA UNIVERSITY  
**Senior High School (STEM)**

**2019 - Present**  
UNIVERSITY OF RIZAL SYSTEM  
**Bachelor of Science in Information System**

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## Expertise

- Visual Design
- With creative thinking.
- Knowledge in Microsoft Office Applications.
- Touch-typist at a range of 40 to 50 words per minute at 100% accuracy.
- Teamwork.
- Well- organized.
- Detail oriented.

## SEMINARS AND TRAININGS

- Participated in Leadership Training for SSG, SPG, and Adviser
- Virtual Platform Management Using Microsoft
- Virtual Platform Management Using Google Forms
- Laravel PHP Framework Course
- Java Programming
- Virtual Assistance Training Course

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## Reference

### **Reuben V. Buencamino**

Online Business Manager at ACB Digital Marketing Services

#### **Phone**

09172401996

### **Karen Cisnero**

Virtual Assistant Agency Owner

#### **Gmail**

karen@karenremotely.com

### **Rolando Chuca Jr**

Axi / Client Due Diligence Team Lead

#### **Phone**

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