



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.

Experience

Freelance Virtual Assistant (Basic Tasks)
2019-2020

Social Media Manager (Basic Tasks)
2020-2021

Shopify/Amazon Data Entry
2020-2021

Facebook Ads Interests Targeting
2022

Education

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

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

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

Reference

Reuben V. Buencamino

Online Business Manager at ACB Digital Marketing Services

Phone

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Karen Cisnero

Virtual Assistant Agency Owner

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Rolando Chuca Jr

Axi / Client Due Diligence Team Lead

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