



# JASMIN ORCALES

Virtual Assistant

## About Me

I am a Virtual Assistant with 2 years of experience in administrative support, schedule management, and communication, ensuring efficiency and productivity for clients.



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Butuan City, Agusan Del Norte, Philippines

## Language

- English
- Filipino

## Expertise

- Management Skills
- Creativity
- Adobe Photoshop
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership

## Experience

### Ideal Design Solution 2020 - 2022

As a Virtual Assistant at Ideal Design Solution, I manage schedules, coordinate communications, and handle administrative tasks like data entry and client follow-ups. I help streamline workflows, allowing the design team to focus on their creative work while ensuring smooth project operations.

### Seventitans Media 2022 - 2023

At Seven Titans Media Company, I worked on creating visual designs for different media projects. This included designing graphics for digital platforms, advertisements, and promotional materials, while ensuring the designs aligned with client needs and brand standards.

## Education

### Caraga State University

Bachelor of Information Systems  
2021 - 2024

### Agusan National High School

Humanities and Social Sciences  
2018 - 2020

## Skills Summary

Design Process	<div><div></div></div> 85%
Project Management	<div><div></div></div> 81 %
Schedule Management	<div><div></div></div> 92%