



Christina Joan M. Gelbolingo



09942027889



macalisangchristina@gmail.com



Canbanua, Argao, Cebu Province



Available for remote/part-time freelance roles

ABOUT ME

Creative and goal-oriented Virtual Assistant with a strong background in social media management, Canva graphic design, content creation, and light video editing. Highly adaptable, detail-oriented, and skilled in providing administrative and eCommerce support. Currently pursuing a Bachelor's degree in Information Technology, blending tech expertise with creative services to help brands and individuals grow their digital presence.

SKILLS

- Social Media Management (Content planning, captions, posting)
- Canva Graphic Design (Logos, IG posts, Facebook covers)
- Video Editing (Promo reels, product teasers using Canva & CapCut)
- eCommerce Support (Product listing, basic order management)
- Data Entry, Admin Tasks, Email Handling
- Microsoft Office (Word, Excel, PowerPoint, Access)
- Basic Photo Editing & Branding
- Tools: Canva, CapCut, Adobe, and Figma

EDUCATION

• ONGOING, 3RD YEAR

CEBU TECHNOLOGICAL UNIVERSITY

- Bachelor of Science in Information Technology

• SENIOR HIGH SCHOOL HUMSS STRAND

ARGAO NATIONAL HIGHSCHOOL

- Graduated with a focus on communication, literature, and social sciences

PROJECT EXPERIENCE

✦ Freelance Virtual Assistant | 2023 – Present (Remote)

- Designed social media graphics, branding kits, and client logos using Canva
- Edited short-form videos and reels for promotions and product showcases
- Managed light admin support, content planning, and product listing

✦ Class Program Scheduler (Capstone Project)

UI/UX Designer – 2024

- Designed an interactive scheduling system interface using PyQt5, Figma, Visual Studio
- Focused on clarity, accessibility, and admin dashboard flow

✦ Sip Ma Cha POS GUI Project

Interface Developer – 2025

- Created a cashier-friendly POS interface
- Prioritized usability and logical layout for efficient sales handling

✦ Library Management System

Developer – 2024

- Built a basic library management system for cataloging and borrowing
- Included student and admin access with basic search functionality

✦ Torta Promotional Video

Director & Editor – 2024

- Shot and edited a promotional video showcasing Argao's famous torta
- Combined storytelling and visual shots for local tourism promotion

✦ Coca-Cola Commercial Video Project

Creative Director & Cinematographer – 2025

- Conceptualized, shot, and edited a student commercial video for Coca-Cola
- Applied branding consistency and commercial pacing

✦ Music Video Shoot – "That's what makes you beautiful" Cover

Videographer & Editor – 2024

- Directed and edited a short cinematic music video for a project
- Used narrative framing and scenic shots to enhance mood and emotion