



DARYL LOUIE ONLAYAO

I am enthusiastic about joining your company and undergoing training to support my career shift. I am eager to develop my skills and knowledge, and I believe your company offers an ideal platform for my growth. I am dedicated, passionate, and thrive under pressure, always willing to put in the effort needed to excel in my work. I am excited to contribute to your growing company.

EXPERTISE

- Web Designing
- Web Developing
- Adobe Photoshop
- Adobe Illustrator
- Canva
- MS Office (Excel, PowerPoint, Word, Publisher)
- Video Editing
- Social Media Management

CONTACT

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ADDRESS

Lanang Davao City, Philippines

REFERENCE

- Girlie D. Lopez
09089476361

EXPERIENCE

Full-stack Web Developer (Part-time) - March 2023 - June 2023

With a background in web development encompassing both front-end and back-end expertise, I have been continuously enhancing my skills while eagerly anticipating a Virtual Assistant job opportunity. My knowledge spans across various technologies, including Laravel, PHP, CSS, Java, and HTML5.

Cornelio C. Reta Sr. Elementary school - October 2016 - MARCH 2023 PUBLIC SCHOOL ELEMENTARY TEACHER

- **Licensure Examination for Teachers Passer Year 2015**
- **School Information and Communications Technology Coordinator** - responsible for managing and maintaining various technology-related facilities within the school.
- **Division Illustrator and a National Illustrator** - played a crucial role in developing School Learning Materials that were specifically designed to support learners in the new normal classroom setting during the pandemic.
- Participated in a national storybook competition and was honored to receive a special award for my entry. The storybook, which gained recognition, was showcased and featured to the entire Department of Education.
- **Video editing** - for nearly three years since the pandemic began, I've been actively applying for opportunities in this field. During this time, I have been responsible for creating our graduation video presentation and various video presentations used by the department to reach audiences through online platforms.
- **School property custodian** - overseeing the comprehensive maintenance and inventory management of all educational facilities provided by the Department of Education.
- **Office in-charge** - encompass attending to visitors, addressing parent concerns, assisting the principal, and supporting teachers with their concerns and providing updates regarding school matters.
- **School liaison** - facilitate communication and collaboration between the school, stakeholders, and external entities, including community organizations, government agencies, and parents, to ensure smooth operations, positive relationships, and issue resolution.

IBEX Global - 2015-2016 BPO Agent

I am providing assistance and support to customers regarding their inquiries, concerns, or issues with a product or service. This involves responding to customer inquiries through various channels such as phone, email, or live chat, and ensuring that their questions are answered and problems are resolved in a timely and satisfactory manner.

EDUCATION

2015

Holy Cross Of Davao College
Bachelor in Elementary Education

I achieved Dean's List recognition for two consecutive years.

Creative **PORTFOLIO**

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ABOUT ME



Throughout my entire experience with the Department of Education, it has given me the privilege to enhance and discover my talents and skills that I can now utilize in the field of being a virtual assistant. It has also fueled my determination to pursue my passion for virtual assisting because I firmly believe it will provide me with a broad scope for improving and excelling in what I love to do.

With the assistance and capabilities of your esteemed company, I am confident that I can effectively showcase and further enhance my skills and talents, aiming to become a proficient and successful virtual assistant or excel in any related role.

Personal Skills



Web Design



Web Developing



Adobe Photoshop



Canva



Adobe Illustrator



MS Office (Excel, PowerPoint,
Word, Publisher)



Video Editing



Social Media Marketing

VIDEO EDITING

As teachers, we were required to create supplementary materials for learners to use in the new normal classroom setting. Additionally, I have been involved in producing various video presentations, including virtual graduation ceremonies, seminars, and training sessions.

Video editing software background:

Adobe Premier
Pro



CyberLink
PowerDirector



Filmora
Wondershare



You can access the link to one of my video creations:

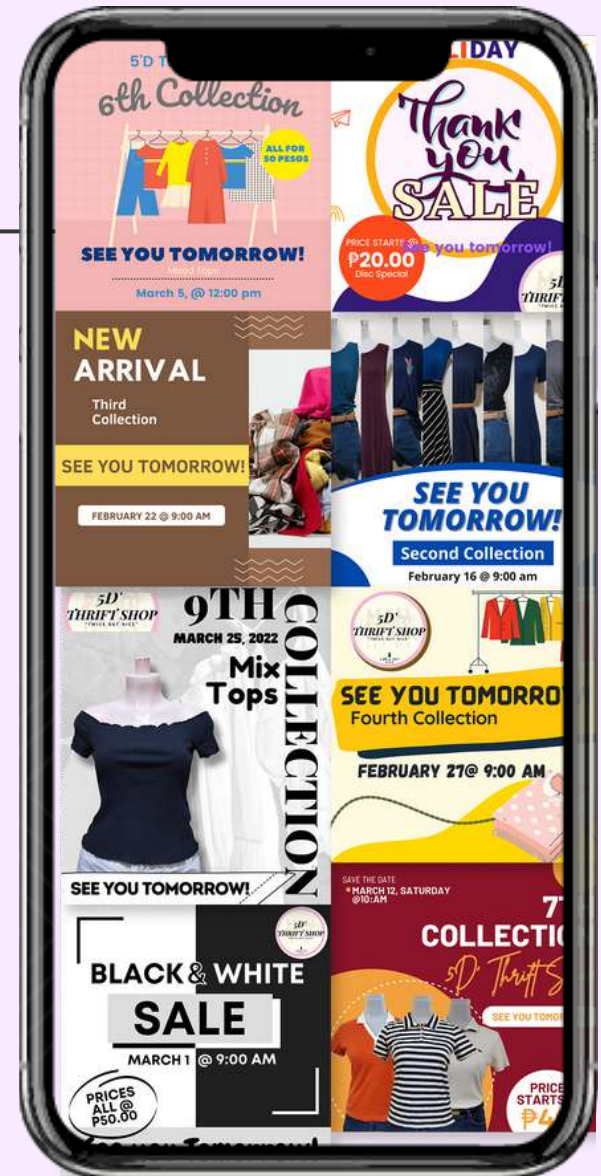
<https://drive.google.com/drive/folders/1f39WmfcMltF2g3wHscneAJs9RfZffsxh?usp=sharing>

SOCIAL MEDIA MARKETING

My close friends and I started an online business, selling thrift clothes through Facebook. Among our assigned duties and responsibilities, I was responsible for managing our social media presence by posting updates and keeping our audience informed about the latest happenings. Additionally, I had the responsibility of designing our market logo.

As of now, we are currently inactive due to our busy schedules. However, you can visit our page to take a closer look my output.

<https://www.facebook.com/profile.php?id=100066757001153>



5D'
THRIFT SHOP
"TWICE BUT NICE"

WEB DEVELOPING

While working as a teacher, I had the opportunity to be exposed to web development through my brother, who works as a web developer. He taught me the ropes of web development, which became the foundation of my knowledge while I pursued a job as a virtual assistant. As a pastime, I continue to learn and enhance my web development skills. Additionally, I gained practical experience by working part-time as a web developer alongside my brother for three months.

Web Development Background:



PHP



HTML



JAVA SCRIPT



LARAVEL



CSS



VUE JS



DIGITAL ART

Having previously served as both a Division and National illustrator for the Department of Education, I have created artwork that has gained national recognition and been prominently featured in schools and on various social media platforms. This experience has not only allowed me to develop and refine my skills in digital art but has also sparked an interest in pursuing a career as a virtual assistant within my field.

Digital art software background:

Adobe
Photoshop



Adobe
Illustrator





This is one of the storybook I made during one of the seminar workshop we have attended wherein we are tasked to make a short storybook for the Grade 3 level learners.



PROJECT 1



PROJECT 2

SI LANAY UG ANG IYANG TSOKOLANAY (LANAY AND HER CHOCOLATE BREAD)



This is one of the storybook I made on a seminar workshop I joined wherein we, as Division Illustrator were assigned to create a coloring book to be implemented as supplementary material to aid learners on performing their Modular Lessons as one of the new normal classroom setting.

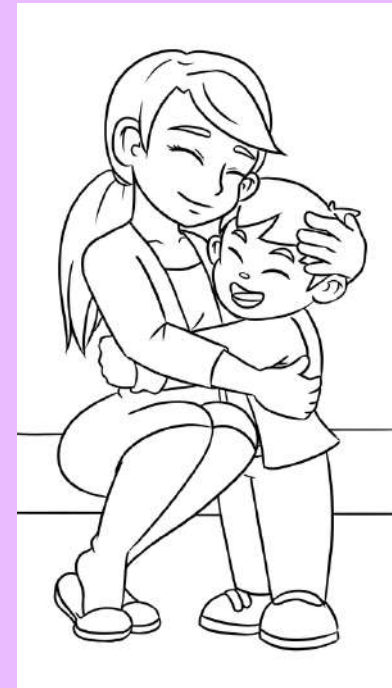


PROJECT 3

AKO SI PIKOY (I AM PIKOY)



This is the other storybook I made on the same seminar workshop I joined the same as "Lanay and her Chocolate Bread".



PROJECT 4

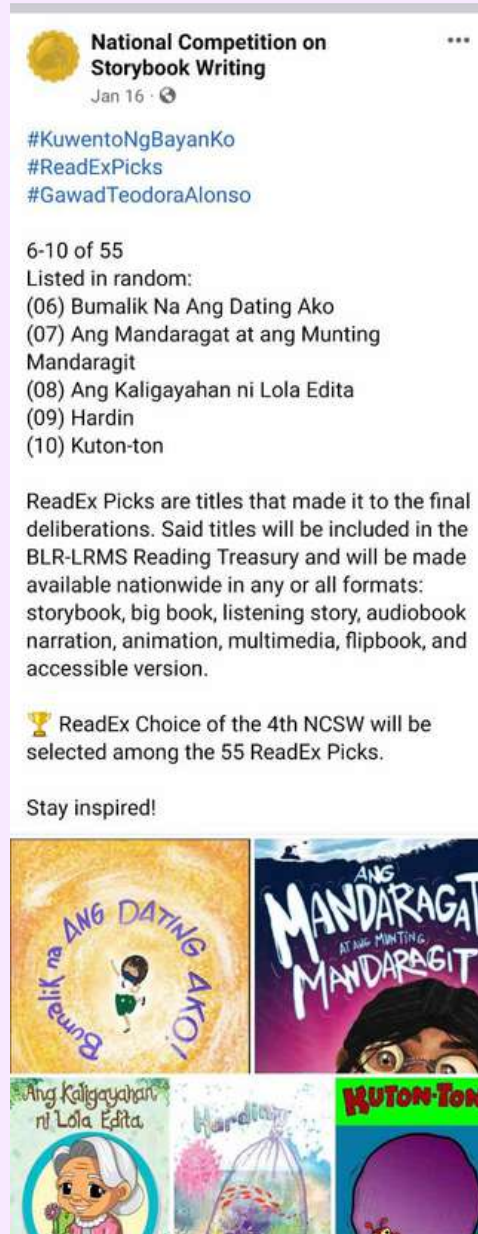
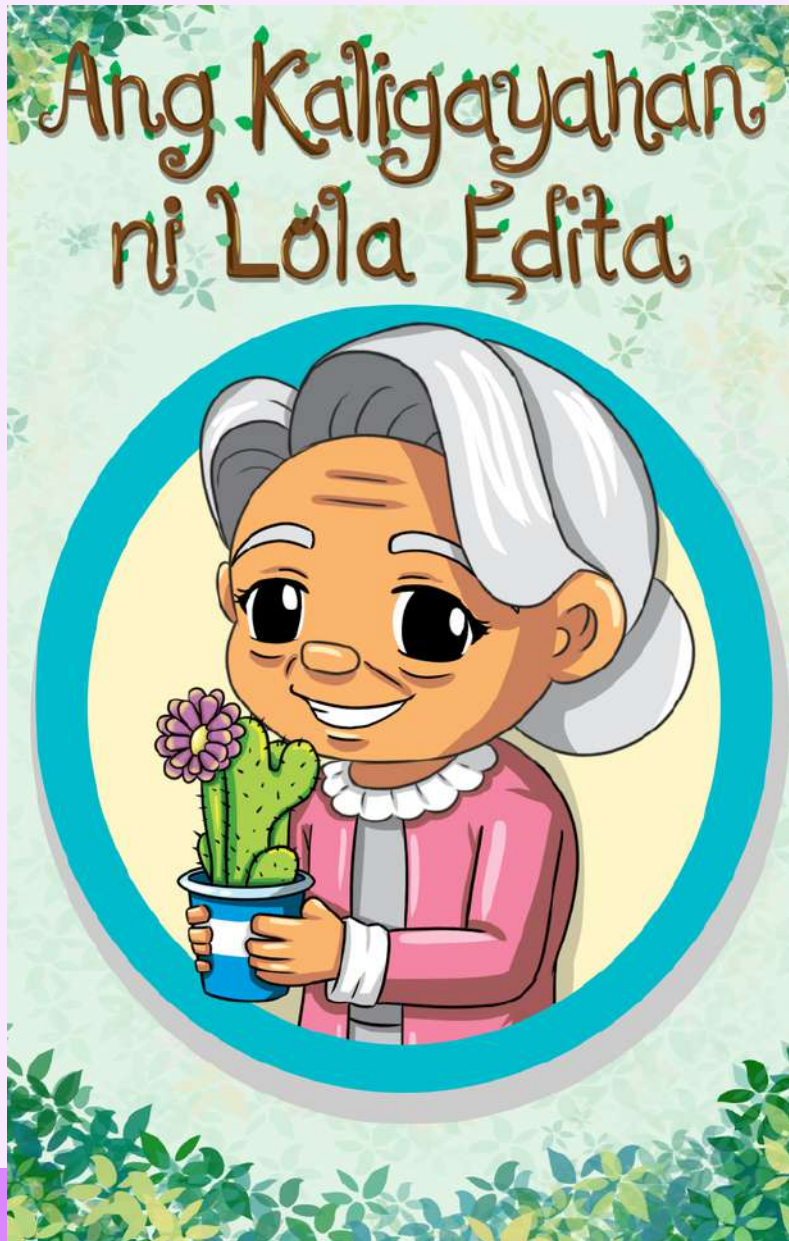
MONKI, MAKIL AND THE MONKEYS



I had the opportunity to illustrate a story for the digitalization of student learning materials in the new normal classroom setting. This story was featured as a video presentation on various social media platforms, aiming to aid students in answering the learning materials provided by the Department of Education. I am proud to share that this story gained recognition from the Division of Davao City and was selected as one of their participants for this initiative.



PROJECT 5



This was the entry of my storybook I illustrated and competed on the national level teachers' category. It received a recognition and was chosen to represent as one of the exhibits to be released all throughout the country.

