



# Ralph Bernard Bernaldo Serrano

Executive Virtual Assistant

☎ +639084576786 | +639958462469 ✉ [ralph.b.serrano@gmail.com](mailto:ralph.b.serrano@gmail.com)

📍 Unit 406, 4th Floor, Bldg. 5, Waterfun Condominium, Waterfun Dr., West Service Rd., Brgy. Sucat, Muntinlupa City 1770

📅 18/06/1987 🔗 [va-ralphbserrano.github.io/myportfolio/](https://va-ralphbserrano.github.io/myportfolio/)

🌐 [linkedin.com/in/ralphbserrano](https://linkedin.com/in/ralphbserrano) 📘 [FB.com/va.ralphbserrano/](https://fb.com/va.ralphbserrano/)

📺 [YT.com/@RalphBernardSerrano](https://yt.com/@RalphBernardSerrano)

## 🧩 CAREER OBJECTIVE

Results-driven Virtual Assistant with 13+ years of experience in **project management**, **business administration**, and **technical support**. Seeking to leverage my skills in virtual assistance and video editing to contribute to a dynamic team. Proven track record in **managing complex workflows**, fostering **strong client relationships**, and ensuring **meticulous record-keeping**. Proficient in project management tools, communication platforms, and basic video editing software. Committed to continuous learning and exceeding expectations.

## 🧠 CORE PROFICIENCIES

**Technical Skills** — **Project Management** (Asana) | **Microsoft Office Suite** (Word, Excel, PowerPoint, Outlook) | **Content Management** (GitHub) | **Video Editing** (learning **Premiere Pro**, **Photoshop**, and **Davinci Resolve**) | **Graphic Design** (Canva) | **Social Media Management** (Facebook, Instagram, LinkedIn) | **CRM Software** (Salesforce) | **Google Suite** (Gmail, Drive, Docs, Sheets, Slides)

**Soft Skills** — **Client Communication** | **Time Management** | **Organization** | **Interpersonal Skills** | **Problem-Solving** | **Adaptability** | **Customer Service** | **Empathy** | **Teamwork** | **Active Listening** | **Attention to Detail** | **Initiative** | **Flexibility** | **Negotiation** | **Persuasion** | **Presentation Skills**

## 📁 PROFESSIONAL EXPERIENCE

2011 – 2020  
San Pedro, Laguna,  
Philippines

### JBY Industrial Supply and Services

AutoCAD Designer & Office Administrator

- **Streamlined workflows** and **increased operational efficiency by 25%.**
- **Managed multiple AutoCAD design projects** and **exceeded client expectations.**
- **Provided comprehensive administrative services**, including scheduling, email management, and project record-keeping.
- **Handled bookkeeping tasks** to ensure accurate financial records.
- **Collaborated with internal teams** for smooth project execution.

2007 – 2011  
Parañaque,  
Philippines

### REHUB Internet Café

Owner

- **Oversaw daily operations**, ensuring exceptional customer service.

- **Provided technical support** and **managed internet access**.
- **Implemented security protocols** and **offered value-added services**.
- **Developed and managed content** for marketing promotions.

## EDUCATION

2024 – 2024  
Davao, Philippines

**Executive Assistant Apprenticeship Program**  
Surge Freelancing Marketplace

2024 – 2024  
Davao, Philippines

**Masterclass Virtual Assistant**  
Surge Freelancing Marketplace

• **Accomplishments:**

- **Gold Certificate of Completion**
- Awarded "**Best in Web Management**" and "**Best in Setting a Freelancing Brand**"

2012 – 2013  
Muntinlupa,  
Philippines

**Advance Diploma in Gaming and Animation Technology**  
Informatics College Northgate

2004 – 2005  
Manila, Philippines

**B.S. Electronics and Communications Engineering**  
Mapúa Institute of Technology

## REFERENCES

**Bernardo F. Bernaldo**, *Owner/General Manager*, Jby Industrial Supply and Services  
jbyiss@gmail.com, +639157142208

**Gracia P. Pinafiel**, *Secretary*, Jby Industrial Supply and Services  
marygrace\_junsay@yahoo.com, +639391376469

## DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge. All the information shared in the resume is correct, and I take full responsibility for its correctness. I solemnly declare that the information in this resume is true to the best of my knowledge and belief.




---

**Ralph Bernard Serrano**