



OBJECTIVE/S: To be part and be of help to your business in achieving success and growth despite my disability.

PERSONAL PROFILE: A Bachelor of Science in Business Administration – Major in Marketing Management graduate in April 2013. Had experience leading a persons with disabilities’ organization for more than 5 years, now. Designed and filled-in the organizational structure of the group and pushed for the creation of the organization’s database, hence, reducing the workload and complexity of tasks by around 50%.

WORK EXPERIENCE

- Aug. 2017 - Oct. 2017

Virtual Assistant (Intern) – Virtualahan –
Search Engine Optimization | Lead Generation | Encoding | Tabulation | E-Commerce | Social Media Marketing | Graphic Design | Web Design
- Jun. 2014 – Sept. 2014

Virtual Assistant – Sweet Smile Goodies –
Data Entry | Blog Posting | Blog Commenting | Editing Online Catalogs | Facebook Page Handling | Online Marketing
- May 2014 – Jun. 2014

Virtual Assistant – Mushy Couture Online Boutique –
Data Entry | Blog Posting | Blog Commenting | Editing Online Catalogs | Facebook Page Handling | Online Marketing
- Dec. 2012 – March 2013

Intern – Councilor Christian Caruncho’s Office, Pasig City Hall – (Pasig City, Philippines) –
Filing | Sorting | Paper Works | Accommodating People
- Dec. 2012 – February 2013

Intern – College Guidance Office, Pasig Catholic College – (Barangay Malinao, Pasig City, Philippines) –
Data Entry | Encoding | Filing | Sorting | Compiling | Tabulation | Sorting Files | Labeling

VOLUNTEERISM

- Dec. 2013 - Present

President – Bambang PWD Association, Inc. (AKKAPP PWD Bambang) – (Barangay Bambang, Pasig City, Philippines) –
 - A Non-Stock, Non-Profit People’s Organization of Persons with Disability in our CommunityLeading | Planning | Planning of Programs and Projects | Coordinating with stakeholders | E-Mail Handling | Data Entry | Encoding | Managing Facebook Page and Facebook Group
- March. 2015 – March 2017

Secretary – AKKAPP Pasig Federation, Inc. – (Pasig City, Philippines) –
 - A Non-Stock, Non-Profit Federation of Persons with Disability in the City of Pasig where Bambang PWD Association, Inc. (AKKAPP PWD Bambang) is under the umbrella of.Data Entry | Encoding | Managing Facebook Page and Facebook Group



EDUCATIONAL BACKGROUND

May, 2018 – July, 2018	Communication Skills Training Course (Program Workplace Inclusion and Sustainable Employment – By Edulynx Corporation (Sponsored By UniLab Foundation at (Pamantasan ng Lungsod ng Pasig, Pasig City)
2017	Virtual Assistant Training – Virtualahan – (Online) – - Learned the Basics of Virtual Assistant including basic skills and tools.
2009 - 2013	Bachelor of Science in Business Administration - Major in Marketing Management – Pasig Catholic College – (Pasig City, Philippines) –

SKILLS

Interpersonal Skills	Leadership Creative Tactful Innovative Thinks Outside the Box Trainable Has desire to learn Inquisitive Perseverance
Professional Skills	Data Entry Encoding Marketing Research Online Lead Generation Encoding Graphic Design (Basic) Search Engine Optimization Entrepreneurship Basic Bookkeeping Windows Movie Maker (Video Editing) Photo Editing Adobe Flash Animation (Basic) Social Media Marketing and Advertising Facebook Marketing Web Design (HTML, CSS) E-Mail Marketing (Basic) E-Commerce

OTHERS:

- Civil Service Exam - Professional Passer | March 12, 2017 | Philippines