





# Alyssa Beatrice V. Torres

 +63 968 570 4420

 alyssabeatorres@gmail.com

 Block 2, Lot 4, Rosal street, Villa  
Josefina Subdivision, Matina  
Crossing, Davao City 8000

## EDUCATION

Science, Technology,  
Engineering, and Mathematics  
Strand

San Pedro College | 2020-2022

## SKILLS

Computer literate: MS office,

Canva, Google

Good communication skills

Good literacy abilities

Attention to detail

Adaptability & flexibility

Willingness to learn

Positive attitude

Driven and dedicated individual seeking an opportunity to contribute positively to a professional organization while pursuing growth and development

## EXPERIENCE

### Migration Aus-NZ

Administrative Assistant | 2019 - 2020

- Ensure all applications are accurately completed and properly signed before submission
- In-charge in welcoming guests during seminars
- Collecting contact data of attendees
- Prepare and provide document checklists based on the specific requirements for Australia visa applications

Advertising Officer | 2020 - 2023

- Creating and posting ads on Social Media (Facebook & Instagram)
- Manage the company's social media accounts and create engaging content
- Monitored and analyzed social media performance metrics to improve campaign effectiveness