

# ARGELOU ALBARANDO

## VIRTUAL ASSISTANT



### Profile

I am organized, can be easily trained, and am a fast learner. I can assure o give outstanding results, long term relationships and proffesionalism with my work.

### Experience

#### Product Lister - Etsy

MARCH 2021 - MAY 2021

#### Social Media Manager

August 2021 -January 2022

#### Real Estate Virtual Assistant

December 2021 - January 2022

#### Website Creation

Fixed Project

### Education

Bachelor of Science In Civil Engineering

University of Mindanao  
2019 - Present

### Skills

- Social Media Management
- Website Creation
- Graphic Design ( Canva )
- Content Creation
- Cold Calling
- Microsoft Office
- Product Listing
- Strong Communication

### Contact

📍 Davao City, Philippines

☎ 09369546235

✉ argeloualbarando211@gmail.com

## CERTIFICATE OF COMPLETION



THIS IS TO CERTIFY THAT

### ARGELOU B. ALBARANDO

has completed the online training course on Shopify Freelancing which includes Introduction to Shopify, Creating a Shopify Store, Buying a Domain Name, Adding & Editing Shopify Themes, Order fulfillment, Manual Adding of Products, Using Oberlo App, Editing Shipping Details, Product research on AliExpress and creating discount codes.

Given this 13th of June 2022

**Ymann Jake M. II Ayano**  
COURSE INSTRUCTOR | HBC FOUNDER



## CERTIFICATE OF COMPLETION



This is to certify that

### ARGELOU B. ALBARANDO

has completed the online training course on **WordPress Freelancing** which includes Introduction to WordPress.org, Creating Domain Names, Purchasing HostGator Accounts, Installing Plug-ins like Elementor, Uploading Blogs, & Customizing and Managing a WordPress.org Website.

Given this 13th of June 2022.

**Ymann Jake M. Ayano II**  
Course Instructor | Home-Based Connect Founder




## CERTIFICATE OF COMPLETION

THIS CERTIFICATE IS PROUDLY PRESENTED TO

**ARGELOU B. ALBARANDO**

for successfully completing the online training course on  
How to Become A Virtual Assistant.

Given this 13th of June 2022.



**Ymann Jake M. II Ayano**  
COURSE INSTRUCTOR | HBC FOUNDER



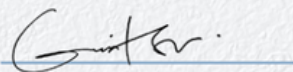
## CERTIFICATE OF COMPLETION

THIS CERTIFICATE IS PROUDLY GIVEN TO

**ARGELOU B. ALBARANDO**

for completing the online training course on Social Media Management  
which includes Social Media Management Introduction, Social Media Tasks,  
Tools, Platforms and Creativity, Social Media Roles and Rates, and Creating  
Social Media Reports

Given this 13th of June 2022



**Ymann Jake M. II Ayano**  
COURSE INSTRUCTOR | HBC FOUNDER



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COURSE INSTRUCTOR | HBC FOUNDER



## CERTIFICATE OF COMPLETION



THIS IS TO CERTIFY THAT

# ARGELOU B. ALBARANDO

has completed the online training course on Facebook Ads which includes Introduction to Facebook Ads, Creating and Optimizing a Facebook Page, Facebook Business Manager, Ad Account Setup, Facebook Campaign Creation, Adset Management, and Managing Client's Facebook Ad Accounts.

Given this 13th of June 2022

**Ymann Jake M. II Ayano**  
COURSE INSTRUCTOR | HBC FOUNDER

