

Aril R. Alejandro

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<https://facebook.com/arilrivera>

PH contact no: 09984764646



Dear Recruiters,

I am writing to express my strong interest in the Virtual Assistant position advertised by your esteemed company. As an experienced photographer and photo editor with a solid background in visual arts, I am confident that my skills and passion for organization and efficiency would make me an ideal candidate for this role.

Over the past years of working in the industry, I have gained invaluable experience in photography and photo editing, working with clients across various industries to bring their visions to life. My expertise in Adobe Photoshop, Lightroom, and other photo editing software has allowed me to produce exceptional results while consistently meeting tight deadlines.

While my background may seem unconventional for a Virtual Assistant role, the skills I have acquired in project management, communication, and organization are directly transferrable. As a photographer and photo editor, I have successfully managed multiple projects simultaneously, ensuring that all client expectations were met with a high degree of professionalism. I am also proficient in various productivity tools such as Microsoft Office Suite and Google Workspace which I believe would be instrumental in managing tasks and collaborating with team members.

In my transition to becoming a Virtual Assistant, I am eager to leverage my strong work ethic, attention to detail, and problem-solving abilities to support the growth of your company. I am confident that my experience in client communication, organization, and time management will make me an asset to your team.

I would be thrilled to have the opportunity to further discuss how my background as a photographer and photo editor can contribute to the success of your organization. Thank you for considering my application. I look forward to the prospect of working together and can be reached at arilrivera95@gmail.com to schedule a conversation.

Sincerely,

Aril R. Alejandro



ARIL R. ALEJANDRO

CONTACT



arilrivera95@gmail.com



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SKILLS SUMMARY

Illustration



Photography



Photo Editing



SOCIALS AND PORTFOLIO

Instagram: @eriliana.a and @eril.ai

behance: <https://www.behance.net/arilrivera/>

<https://arilrivera.exposure.co/the-black-white-of-everything>

ABOUT

I am a Photographer and Photo editor with 5 years of experience. I have a passion for creating visuals that are challenging and pushes my creative boundaries.

WORK EXPERIENCE

Photographer and Layout Artist

Pic-A-Boo Photo Studio | 2017- 2018

- Working with co-photographers
- We do Portrait Photography
- Customer Service [attending customers with babies and assisting them with choosing product packages and photos]
- Photo Editor and Layout Artist [this is for orders of customized collage pictures]

Freelancer

2015- 2020

EDUCATION

De La Salle - College of Saint Benilde |
2011-2014 AB Photography