

ASHER M. GALANO



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OBJECTIVES

Seeking a dynamic role that fuels my passion, facilitates continuous skill acquisition, and empowers me to unleash my full potential.

EDUCATION

Caregiving NCII

Advent Caregiver School, Inc.

No. 142 Mariano Manabat st.,

Biñan Laguna

S.Y. 2022

BS Information Technology

Gardner College

47-B Epifanio de los Santos

Ave, Diliman, QC

2016 - MAY 23, 2017

Honors: *cum laude*

BS Information Technology

Informatics College

SM North Edsa

2015-2016

Elementary - Secondary Education

Hope Christian Academy

2006-2014

WORK EXPERIENCE

VIRTUAL ASSISTANT | FREELANCE

People Bridge | July 2018 - 2024

- Fundraising project planning team member
- Proficient in GoDaddy Builder, WordPress, Elementor
- Content creation, social media management
- Research tasks and documentation
- Airbnb property management, including listings and staff oversight

SHORT-TERM RENTALS ASSISTANT

People Bridge Properties | 2022-2024

- Researched and identified potential property owners for short-term rentals.
- Negotiated rental terms and proposed payment percentages.
- Used Hospitable tool for streamlined guest communication and operations.

SEASONAL GUEST SERVICES COORDINATOR

Shangri-La, Manila | December 2021- January 2022

- Customer-focused sales and cashier
- Product organization and listing creation
- Active participation in sales initiatives


SPECIALTY STORE


Lyn Curtain Store | 2016 – 2021


- Oversee reservations, daily contact and support for guests
- Proactively anticipate and fulfill guest needs
- Resolve concerns to ensure exemplary service

SKILLS

GENERAL SKILLS

Web master 

Graphic Designer 


Research 


SOFT SKILL

Versatile 

Listener 

Efficiency 

Creative 

Organized 

TOOLS

MS Office Product 


G Suite 

Canva 


Audacity 

Adobe Photoshop 

AutoCAD 

Website Builders 

WordPress 

Email Marketing 

PORTFOLIO

agandr.wordpress.com/our-projects/

AMAZON VIRTUAL ASSISTANT

Exerscribe | May 2018 – March 2020

- Conducted research on competitors, keywords, and products.
- Managed customer data on FB Business & Shopify.
- Oversaw email management and supported e-commerce tasks.

APPRENTICESHIP

National Irrigation Administration | Jan 2017 – Apr 2017

- Assisting under Public Affairs and Information Staff (PAIS) Department Completed 500 hours of OJT

ACHIEVEMENTS, CERTIFICATES, & EXTRA-CURRICULAR ACTIVITIES

Google Academy | Jun 2021

- Sell your products online with E-commerce

Word of Hope Church | Compassion ministry | Sep 2017 - Present

- Involved in a ministry through teaching, organizing, and outreach.

Cum Laude and Academic Excellence | May 23, 2017

PDEA Certification and Seminar | Oct 2016

- Drug Awareness and Prevention Seminar

CMX Summit D1 & D2 | Sep 15 - 16, 2022

- Digital Strategy and Business related topic by Online Devs

Y4It | Mar 2016

- Research Summit

Dean's lister | Oct 2014-2016

Badminton Silver Medalist | Jul 2015

Red Cross | 2015

- Blood letting donor

Team Daniel | Jun 2011 - Mar 2014

- Faith-based child mentoring program engagement.

iAcademy | Feb 2014

- Video Editing Software, Maya, and Photoshop