

BENJ ARIEL M. RATCHO

📍 Cainta, Rizal, Philippines

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OBJECTIVE

Motivated and detail-oriented Computer Engineering student with strong organizational and technical skills. Experienced in leadership, content creation, and administrative support. Seeking a part-time Virtual Assistant position to provide administrative, creative, and technical assistance for clients. Eager to learn new tools, deliver high-quality results, and grow in the freelancing industry.

SKILLS

- Microsoft Office (Word, PowerPoint) & Google Workspace
- Canva (graphic design basics: social media posts, presentations)
- Social Media Management (posting, engagement, scheduling)
- Content Creation (video editing, promotional materials)
- Strong written and verbal communication (English/Tagalog)
- Fast learner, adaptable, and reliable

EDUCATION

Technological Institute of the Philippines – Quezon City (TIP QC)
Bachelor of Science in Computer Engineering
(Currently Enrolled, 1st Year College)

AMA Computer College – East Rizal
Senior High School Graduate – TVL Strand: ICT
Graduated: 2025

EXPERIENCE

Work Immersion – Pinstriped Moto World (60 Hours, 2025)

- Assisted in creating promotional content and marketing videos for social media and online promotion
- Supported the team in content planning and basic editing for advertising materials
- Gained hands-on experience in digital marketing and branding strategies

Student Supreme Council (SSC), AMA East Rizal

- Public Information Officer (Grade 11)
 - Managed communications, announcements, and student information dissemination
 - Designed posters and digital materials for school events
 - Coordinated with fellow officers to ensure smooth execution of activities
- Auditor (Grade 12)
 - Handled documentation and financial transparency for council activities
 - Assisted in budget monitoring and report preparation
 - Maintained records of council projects and expenditures

