




DARLEN BERNARDINO

Profile

Enthusiastic and motivated individual eager to kick-start a career as a Virtual Assistant. Strong organizational skills and a passion for learning. Quick to adapt to new technologies. Detailed-oriented with a commitment to delivering high quality of work. Provide efficient support and contribute positively to the team.

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 B7 L8 Bellefort Estates, Bacoor Cavite

Education

Bachelor of Multimedia Arts
De La Salle University - Dasmariñas
2019- 2022

Hospitality Resort Management
Canadian Tourism Hospitality Institute
2022 - 2024

Expertise

Digital Marketing
Public Material Editor
Video Editing
Photographer
Script Writing

Language

English

Work Experience

2018-
present

Freelance Photo/Video Editor

- Working with the different clients.
- Manage public material design, content, presentation designs, and Logo design

2020 -
present

Freelance Digital Marketing

- Working with different clients.
- Social media management, content creation

Skills

Communication Skill
Empathy
Time Management
Attention to detail
Adaptability
Customer Service
Confidentiality
Self-Motivation
Organization