



CONTACT

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<https://ellenyourvirtualassistant.my.canva.site/>

Philippines

EDUCATION

QUICKPRO ONLINE PROFESSIONAL TRAINING ACADEMY
ONLINE BUSINESS/FREELANCE MASTERCLASS 2022

BS IN FOOD TECHNOLOGY
DAVAO DEL NORTE STATE COLLEGE
2013 - 2017

SKILLS

Administrative Support

Calendar Management and Scheduling Appointment

Social Media Management

Bookkeeping Expense

Email Management

Marketing

Extensive Online Research

Graphic Design

ELLEN JOY GALLANA

GENERAL VIRTUAL ASSISTANT

OBJECTIVE

Helping entrepreneurs/professionals lessen their admin tasks and meet desired result through my "Done For You" virtual assistance.

WORK EXPERIENCE

June 01, 2022- December 15, 2022
My Empowered Living/Bossurike Company

FREELANCE VIRTUAL ASSISTANT

- Social media management
- Website maintenance
- PR work
- Formatting email newsletter
- Support with My Empowered Living/Bossurike clients
- Marketing
- Graphic design
- Video Editing

June 05, 2017-December 15, 2022
New Asia Oil Incorporation

QUALITY ASSURANCE CHEMICAL LABORATORY ANALYST

Conduct laboratory tests on incoming raw materials, in-process production samples, and final products before distribution. Analyse data to ensure product specifications are met.

SOCIAL

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 ellenjoy.gallana

REFERENCES

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