

ELLEN JOY GALLANA

VIRTUAL ASSISTANT

CONTACTS



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

SKILLS

- Administrative Support
- Social Media Management
- Email Management
- Data Entry
- Problem-solving skills
- Graphic design
- Basic Video Editing

OBJECTIVE

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

WORK EXPERIENCE

FREELANCE VIRTUAL ASSISTANT

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

- Social Media Management
- Website Maintenance
- *Formatting Email Newsletter*
- Support with My Empowered Living/Bossurike clients
- *Graphic and Video Editing*

QUALITY ASSURANCE OFFICER

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

EDUCATIONAL BACKGROUND

QuickPro Online Professional Training Academy (2022)

- *Online Business/Freelance Masterclass*

Davao del Norte State College (2013-2017)

- *Bachelor of Science in Food Technology*