

## **TORRENO, JIN ANDI E.**

**Mobile:** +639666954285

**Email:** [jinanditorreno@gmail.com](mailto:jinanditorreno@gmail.com)

**Address:** 509 SGT Gaudier St. Mabolo 2 Bacoor City, Cavite  
PHILIPPINES 4102



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### **Professional Summary**

Virtual Assistant skilled in Canva design, social media content creation, and administrative support. Experienced in organizing tasks, creating engaging graphics, and assisting with online business operations. Reliable and detail-oriented with strong communication skills.

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### **Personal Information**

**Birth Date:** Aug 28, 2007

**Birthplace:** Cavite City

**Civil Status:** Single

**Age:** 18 years old

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### **Skills**

- Good written and verbal skills.
- Conducts initiative
- Practices confidence
- Hardworking.
- Able to multitask and adapt to shift schedules.
- Canva design (social media posts, presentations, thumbnails)
- Social media management (Facebook, Instagram, TikTok)
- Basic video editing (CapCut / Canva)

- Email and calendar management
  - Data entry and file organization
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## **Educational Background**

### **Tertiary**

**Course:** Bachelor of Science In Business Administration Major in Human Resources Management

**Institution:** International School for Hotel and Restaurant Management

**Year Graduated:** Present -2025-

### **Secondary**

**SHS:** Theresian School of Cavite, Inc.

**Strand:** Accountancy, Business and Management

**Year Graduated:** April 2025

**JHS:** Theresian School of Cavite, Inc.

**Year Graduated:** June 2023

**Elementary:** Mabolo Elementary School

**Year Graduated:** May 2019

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## **References**

**Mr. John Alie Pasco**

Contact No. : +639106958785

**Ms. Hiezy Vejiga**

Contact No. : +639690060429