

MARY ROAN C. DELOS SANTOS

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PROFESSIONAL SUMMARY

Recent Bachelor of Science in Information Technology graduate from St. Dominic College of Asia with hands-on experience gained through a 500-hour Front-End Developer internship and part-time experience as a Social Media Content Assistant. Familiar with social media content creation, Facebook content management, caption writing, Canva graphic design, content research, customer inquiry response, and information organization. Currently building knowledge of Virtual Assistant tools and workflows, including Canva AI, Keywords Everywhere, Copysmith.ai, and Buffer. Comfortable using ChatGPT and Gemini to assist with content ideation, research, and writing. A beginner Virtual Assistant with no direct professional VA experience, but hardworking and willing to learn, receive training, and develop new skills while providing reliable and detail-oriented support.

KEY SKILLS

Social Media: Content Creation, Facebook Content Management, Caption Writing, Content Ideation, Social Media Assistance

Design & Content: Canva, Canva AI

AI & Copywriting Tools: ChatGPT, Gemini, Copysmith.ai

Research: Keywords Everywhere, Google Search

Content Scheduling: Buffer

Communication: Customer Inquiry Response, Professional Communication, Online Communication

Administrative: Information Organization, Documentation, Task Management, Time Management, Attention to Detail

Core Skills: Teamwork, Adaptability, Reliability, Willingness to Learn

Social Media Tools: Facebook, Meta Business Suite, Instagram

TECH PROFICIENCY

Productivity & Organization: Microsoft Word, Excel, PowerPoint, Google Docs, Google Sheets, Google Slides, Google Drive

Social Media & Design: Facebook, Canva, Canva AI, Google Slides

Communication: Google Meet, Zoom, Messenger

Technical Background: HTML, CSS, JavaScript, PHP, MySQL

EDUCATION

Bachelor of Science in Information Technology

St. Dominic College of Asia | Bacoar, Cavite, Philippines | August 2026

Academic Honors: Dean's Lister (6 semesters)

RELEVANT EXPERIENCE

SOCIAL MEDIA CONTENT ASSISTANT, PART-TIME

PickleZone | SM City Molino, Bacoar Cavite | June 2026 - August 2026

- Created and published 1-2 Facebook posts per week using business-provided promotions and researched content ideas, maintaining consistent social media activity.
- Wrote captions and post copy for Facebook content using ChatGPT and Gemini for content ideation and refinement.
- Designed promotional materials and social media graphics using Canva to present business promotions clearly and maintain a consistent visual presence.
- Researched relevant content ideas and responded to customer inquiries regarding schedules, availability, and general questions, providing timely and accurate information.

FRONT-END DEVELOPER INTERN

Microgenesis Business Systems | Mandaluyong City, Philippines | August 2025 - November 2025

- Resolved assigned issues for the MGENIUS Learning Management System by implementing requested coding fixes, helping maintain system functionality and performance.
- Documented expected changes and applied ticket requirements when addressing software bugs, ensuring fixes aligned with project requirements.
- Implemented minor feature enhancements and UI updates based on QA feedback and team guidance, improving existing features and user interface consistency.

CERTIFICATIONS

- IT Specialist – HTML and CSS - Certiport - 2026
- IT Specialist – Databases - Certiport - 2026
- Test of English for International Communication (TOEIC) - Princeton Assessments & Training, Inc. - 2026
- OJT Completion Certificate – 500 Hours - Microgenesis Business Systems - 2025

REMOTE WORK READINESS

Internet: Converge Fiber, 351.4 Mbps | DITO mobile data backup

Power Backup: No UPS currently

Equipment: Personal laptop

Availability: Open to US Eastern Time schedules | Available for day and night shifts

LANGUAGES

English: *Proficient*

Filipino: *Native*