



# MIGUEL YNIGO LIM-RAMOS

VIRTUAL ASSISTANT

## EDUCATION

BACHELOR OF SCIENCE IN  
NUTRITION & DIETETICS

Western Mindanao State University | 2008-2012

## SKILLS

- Graphic and Web designs
- Blogging/ Video Editing
- Social Media Management, Engaging, and Interacting with audience/clients/customers
- Office suites
- Calendly

## CONTACT

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📍 Severiano Amolo Drive, Putik,  
Zamboanga City

## EXPERIENCE

*McClain Group Inc./ December 2021- August 2023*

GRAPHIC DESIGNER/ VIDEO EDITOR

- Producing Creative Graphics for:
  1. Workshops
  2. Conferences Schedules
  3. Webinar Graphics
  4. Live Podcast Graphics
  5. Story graphics
  6. Infographics
  7. Recruiting Graphics
  8. Memes
  9. Quote Graphics
  10. Training Calendar
  11. YouTube Thumbnails
  12. GIF graphics
  13. Other designs requested by the client

SURVEYOR/ DATA ANALYST

- doing a survey for position ratings
- assessment for applicants
- surveying how many audiences are interested in attending the event.
- An overview of event attendees is analyzed