



MIKALAH ANNE AVORQUE

V I R T U A L A S S I S T A N T

CONTACT



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Tacloban City, Leyte,
Philippines

SKILLS

- Graphic Design
- Social Media Management
- Versatile Writing
- Verbal and Written Communication
- Teamwork
- Creativity
- Adaptability
- Critical Thinking and Problem-Solving

LANGUAGE

English ●●●●●●●●

Filipino ●●●●●●●●

Spanish ●●●●●●●●

WHY CHOOSE ME?

- I have always been passionate about learning new things and improving holistically
- I have about 5 years of experience in graphic design, and 8 years in versatile writing

PROFESSIONAL PROFILE

As a dynamic and multi-talented professional, I have a unique blend of skills in graphic design and writing. Through my keen attention to detail and boundless creativity, I craft visually captivating designs and compelling content that resonates with audiences. A passion for learning drives me, and I am eager to apply my diverse skill set to excel in virtual assistance.

RELEVANT EDUCATION

Social Media Management

KURSO PH (March 2024)

Graphic Design with Canva

KURSO PH (March 2024)

WordPress and Marketing

KURSO PH (March 2024)

Copywriting

KURSO PH (March 2024)

Facebook Ads Autopilot

KURSO PH (March 2024)

RELEVANT EXPERIENCE

Archdiocesan Shrine of Sto. Niño

Youth Minister

As a youth minister, I gained valuable experience in community building and team collaboration. These skills translate well to a freelancing role where I can work with clients and fellow freelancers to achieve common goals and deliver successful projects.