

RASEL G. CAHULOGAN

GENERAL VIRTUAL ASSISTANT



CONTACT INFO

+63 9983582078

Rodriguez, Rizal Philippines

raselcahulogan626@gmail.com

<https://www.linkedin.com/in/rasel-g-cahulogan-b79b31372/>

PROFILE

Detail-oriented and proactive Virtual Assistant with a strong history of helping businesses operate smoothly through effective administrative, communication, and creative support. Experienced in managing emails and calendars, handling social media tasks, performing data entry, providing customer service, and coordinating projects. Adept in using platforms like Google Workspace, Microsoft Office, Canva, and various project management tools. Recognized for strong time management, critical thinking, and consistently delivering quality results independently.

EXPERIENCE

Dusit Thani Manila Hotel	Food and Beverage	2024-2025
General Virtual Assistant	Freelancer	3 Months
Social Media Managing		1 year

EDUCATION

Bachelor of Science in Hospitality Management
Major in Cruiseship
2021-2025

EXPERTISE

MICROSOFT OFFICE SHEETS

Experienced in using Office tools for daily administrative tasks, data management, communication, and project coordination, ensuring accuracy and productivity in a fast-paced virtual work environment.

CANVA

Proficient in using Canva and Canva Pro for creating visually compelling designs tailored to branding and marketing needs. Experienced in:

- Designing social media graphics, presentations, flyers, posters, and business materials
- Customizing templates for brand consistency and visual appeal

SKILL

- Verbal & Written Communication
- Internet Research
- Data Entry & File Organization
- Email & Calendar Management
- Document Preparation
- Basic Content Creation (Posts, Captions)
- Google Workspace (Docs, Sheets, Drive, Calendar)
- Analysis
- Budgeting & forecasting
- Cashflow management
- Interpersonal skills
- Leadership
- Numeracy
- Problem solving