**Michael Jack Molina**

📍 Address: Busilac, Bayumbong, Nueva Vizcaya
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 **PROFESSIONAL SUMMARY**

A hardworking and reliable virtual assistant with skills in Canva design, online communication, and task management. I am fast-learning, detail-oriented, and capable of working independently or as part of a team. Looking for remote opportunities where I can grow and provide quality support.

**SKILLS**

- Canva Design (Social Media, Posters, Flyers)
- Basic Photo Editing
- English Communication (Typing, Email, Chat)
- Social Media Management (Facebook, IG, TikTok)
- Data Entry (Excel, Google Sheets)
- Customer Messaging / Chat Support
- Time Management & Organization
- ChatGPT Use for Productivity

 **WORK EXPERIENCE**

Freelance Virtual Assistant
- Designed marketing materials using Canva
- Managed Facebook messages and post scheduling
- Assisted in data entry for small businesses
- Responded to online inquiries politely and efficiently

 **EDUCATION**

University of the Cordillera – Baguio, city Benguet
Bachelor of Science in Information Technology (BSIT)
3rd Year Level
Expected to Graduate: 2026

 **REFERENCES**

Available upon request.