**Michael Jack Molina**

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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.