Vanessa Beth
Blanela
General Virtual Assistant

CONTACT ME

📞 +639-362-879-214

✉️ vanbeth1227@gmail.com

📍 Tagoloan, Misamis Oriental
Philippines, 9001

EDUCATION

BS- Information Technology
Tagoloan Community College
2014

High School Level
Tagoloan National High School
2005

Elementary level
Tagoloan Central School
2001

SKILLS

- Data Entry
- Graphic Design
- Video Editor
- Microsoft Office Applications
- Social Media Manager
- Google Applications
- Organizational Skills
- Software Troubleshooting

WORK EXPERIENCE

Graphic Design & SEO Optimization *(Part time)*   2024
Skyvinity LLC | WFH
- Focused on doing Cliparts, Wallarts, Mug-Tumbler, T-Shirt & Merch Design
- Majority used of AI Application such as Midjourney or Claude and etc.
- Conducting Online Research, creating product designs.
- Performing SEO Optimization, using Etsy and Insight factory tools.
- Using Digital Art Software.

2D Annotation *(Part time)*   2021-2023
Remotasks PH | WFH
- Image Annotation
- Text Collection

General Virtual Assistant *(Part time)*   2022
Upwork | WFH
- Data Entry
- Graphic Design
- Google Applications *(Sheet, Docs, Slides, Calendar, Forms)*
- PowerPoint Presentations
- WordPress Design

Office Admin Secretary   2016 - 2021
Jesus Our Life | Tagoloan, Misamis Oriental
- Prepares agendas and schedules for meetings, conferences, and assigned events.
- Typing and storing documents and reporting to our administrator.
- Organizing files, preparing documents and managing office supply inventory
- Graphic Designer
- Video Editor
- Live streaming Production Technician
- Multimedia Staff

Census Enumerator   2015
Philippine Statistics Authority | Cagayan De Oro City
- Conducted interviews with participants to assess eligibility.
- Ensure confidentiality and security of data.

Junior Web Developer & Sales Marketing Associate   2014 - 2015
Philippines Web Designing | Tagoloan, Misamis Oriental
- Search Engine Optimization (On Page & Off Page).
- Analyzing, Reviewing and Implementing changes to the website.
- Improving page rank within Search Engine.
- Develop original content to increase traffic to a site.