

YURI Gagarin



About Me

I'm a detail-oriented and creative virtual assistant with a strong background in content creation, data management, and social media. I enjoy helping businesses stay organized, manage transactions smoothly, and build a strong online presence. With a passion for clear communication and efficient support, I'm committed to making every task easier and more effective for my clients.

Skills:

Program

- Photo Editing- Adobe Photoshop
- Video Editing- Adobe Premiere
- Graphic Art- Adobe Illustrator & Canva
- Microsoft Office- Word, Excel, PowerPoint, and Publisher

Communication

- Verbal and Written
- Filipino, English

Writing

- Creative writing, Academic writing

Digital Marketing


Education:


Bachelor of Arts in Communication

De La Salle- Lipa

1962 J.P. Laurel National Highway, Mataas na Lupa, 4217, Batangas
2019 - 2022

Contact Me

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 887 San Roque Sto. Tomas, Batangas.

Work Experience:

Customer Support (Zoy)

- Managing and addressing inquiries and complaints
- Monitoring and tracking orders
- Handling A to Z claims

References

Dexel May N. Villanueva

Former Cyberbacker

San Roque Santo Tomas City, Batangas

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Rian Margaret Salandanan

VA Customer Support

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