

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

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

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



+639958935521



yuridesepedagagari2.wixsite.com/yuri



887 San Roque Sto. Tomas, Batangas.

Work Experience:

Customer Support

- Responding to Buyer Messages
- Managing return Request, Refund and replacement
- Managing Negative Feedback, A-Z claims
- Monitor Shipments

References

Jasmin D. Hebron

BPO Representative

Santo Tomas City, Batangas

0991-731-0321

Rona Magtulis

VA Customer Support

Sta. Rosa, Laguna

0976-594-4993

ronarizelle@gmail.com