



# LEOMIL ARVI RELORCASA

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Administrative Tasks
- Graphic Design
- SMM
- Lead Generation
- MS Office
- Google Workspace
- Video Editing

## TOOLS

Trello  
Canva  
Photoshop  
Google Suite  
Microsoft Office  
Meta Business Suite  
Youtube  
Tiktok

## PERSONAL PROFILE

With a specialized training in virtual assistance and a degree in IT, I am committed in enhancing efficiency and productivity through my virtual assistance solutions leverage my skills to provide top-notch support and contribute to the success of businesses.

## WORK EXPERIENCE

### VIRTUAL ASSISTANT

[Simplytel Inc. | February - September 2024](#)

- Data Entry
- Lead Generation

### GRAPHIC DESIGNER AND SOCIAL MEDIA MANAGER

[Plaridel Products and Services, Inc. | March 2024 - Current](#)

- Graphic Design
- Social Media Management (Tiktok and Youtube)

[The Surge Marketplace | October 2023 - January 2024](#)

- Masterclass Virtual Assistance Training
- Virtual Assistant Apprenticeship Program
- Administrative Support

## EDUCATION HISTORY

[Bicol University](#)

- Bachelor of Science in Information Technology, 2023
- Cum Laude
- President's and Dean's Lister
- Scholarship Awardee
- Best in Research