



# JOHN EVENEZER TONGA

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

## TOOLS

- Canva
- Illustrator
- Photoshop
- Capcut
- Gemini | Copilot
- Microsoft Office
- Chatgpt Optimization

## PERSONAL PROFILE

A **quick learner** and aspiring **Virtual Assistant** with strong graphic design skills, capable of **creating engaging content** and **leveraging AI** to optimize task efficiency. A tech-savvy **team player**, **adaptable** to both independent and collaborative work environments.

## WORK EXPERIENCE

### FREELANCE GRAPHIC DESIGNER

Laguna, Philippines | 2021 - Present

- **Delivered high-quality, client-centric graphic designs** that effectively communicated brand messages and met project objectives.
- **Created a diverse portfolio** of design assets, including brochures, posters, certificates, and more, tailored to specific client needs.
- **Demonstrated strong attention to detail** and ability to consistently meet deadlines, even under tight timelines.

### GRAPHIC DESIGN INTERN | OFFICE CLERK INTERN

Laguna State Polytechnic University | Feb 2024 - June 2024

- **Demonstrated graphic design skills** by creating engaging visuals for office events using Canva.
- **Contributed creatively** to brainstorming sessions with the Chairman of the Office, contributing to innovative project ideas.
- **Managed administrative tasks efficiently**, including scheduling, correspondence, and office supplies management.
- **Maintained accurate records** through data entry and careful documentation.

## EDUCATION HISTORY

Laguna State Polytechnic University - Siniloan Campus

- Bachelor of Science in Computer Science Major in Graphics Visualization, 2024
- Best Thesis
- Cum Laude