



MARNI ROSEBETH YOUNG

VIRTUAL TEAMMATE



SKILLS SUMMARY

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

TOOLS

- Asana
- Trello
- Slack
- Google Workspace
- Microsoft Office
- Canva
- Imovie
- Capcut
- Videoleap

PERSONAL PROFILE

An executive virtual assistant with experience as a tote bag business owner and in graphic design. Detail-oriented and organized with a strong commitment to excellence. Skilled in handling administrative tasks and takes initiative.

WORK EXPERIENCE

OWNER OF EN BLOC TOTE BAGS

SELF-EMPLOYED | 2022-2023

- Curated attractive branding and engaging content.
- Managed social media platforms
- Oversaw all operations and creative work

EXECUTIVE ASSISTANT APPRENTICE

SURGE FREELANCING MARKETPLACE | 2024

- Organized calendars, managed emails, managed social media platforms, generated leads, and handled many administrative tasks.
- Honed existing graphic design and video editing skills.

SOCIAL MEDIA MANAGER (APPRENTICESHIP)

SAN JOSUE STEEL | 2024

- Curated Facebook posts that showcase their products and services and general information about the company.
- Created graphics using Canva and voice-over reels promoting their products.
- Scheduled and managed posts using a content planner (Google Sheets).

EDUCATION HISTORY

Ateneo de Davao University

- Bachelor of Science in Entrepreneurship, 2023-2024