



FARRAH ROJO

VIRTUAL TEAMMATE



SKILLS SUMMARY

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

TOOLS

- Microsoft Office
- Microsoft Excel
- Google Calendar
- Canva
- Meta Business Suite

PERSONAL PROFILE

I hold a Bachelor's Degree in International Studies. Gained a profound experience in administrative and project management work. My engagements in different volunteer activities developed my skills in time management. My present role has been exposing me to work with people from multicultural backgrounds. Furthermore, I am a very detail-oriented person.

WORK EXPERIENCE

SUB-AGENT

[VXL Migration and Education Consultants](#) | Dec 2023 - Present

- Presents and promotes VXL's partner institutions in Australia, Asia, and Europe
- Answers queries about VXL's services

DEPARTMENT SECRETARY

[Xavier University-Ateneo de Cagayan](#) | Aug 2022- July 2023

- Executed administrative related tasks
- Prepared detailed reports
- Managed social media accounts

RESEARCH ASSISTANT

[Center for Research, Policy, and Innovation](#) | June 2023-Aug 2023

- Attended weekly professional seminars/training related to conducting research
- Assisted in a research project which focuses on the role of ethnic politics in economic development

EDUCATION HISTORY

[Xavier University-Ateneo de Cagayan](#)

- Bachelor of Arts in International Studies, 2022
- Graduated Cum Laude
- Secretary-General, Xavier University Model United Nations
- Student Volunteer, Xavier University SSIAP
- Executive Secretary, Ateneo Diplomatic Corps
- Member, Xavier University-Campus Chapel Aides