

GWENDOLYN CANOY

V I R T U A L A S S I S T A N T



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SKILLS

- English Proficiency (B1 Level)
- Organization
- Time Management
- Admin Assistance
- Communication Skills
- Computer Literacy
- Canva
- Notion
- Typing Skills

EDUCATION

SECONDARY SCHOOL

University of Southern Philippines
2018 - 2021

BA COMMUNICATION

Previously at Cebu Normal
University

On Hold

PROFILE

I am a detail-oriented worker that seeks for more experience in the creative and corporate world. Great at coordinating between parties. Organized and keen in project management. Excellent at creative writing. Driven by knowledge and adept at making eye-catching graphics. I also do hosting and voice talent at the side.

EXPERIENCE

PART TIME PROJECT MANAGER

Co-Lab Cebu

March 2024 - June 2024

- Handled projects for Co-Lab Cebu, a creatives group in Cebu City
- Contacted and responded to emails with clients
- Made sure that each project was on par with the timeline

PERSONAL ASSISTANT

Claire On Air (Claire Codilla)

March 2024 - June 2024

- Helped DJ/Voice Actress/Host Claire Codilla on her events (on hiatus)
- Became her Personal Assistant for certain tasks while she was busy
- Ad hoc admin tasks as needed

CONTENT WRITER

GLOPHICS WEB DESIGN AND ADVERTISING INC.

January 2023 - January 2023

- Wrote content, blogs, articles, and social media captions for the businesses they handled
- Was part of the Marketing Team for this business