

HAIDEE LOZANO

- Virtual Assistant
- Data Entry Specialist
- Graphic Design/ Video Editor



About Me

Experienced Admin Assistant with marketing and design skills. Proven team player seeking a collaborative role where individual contributions are valued.

Skills & Tools

- Graphic design (CANVA, Adobe Photoshop)
- Content Creator (Facebook, Instagram, Tiktok, LinkedIn)
- Video editing (Adobe Premiere Pro, Capcut)
- Data Entry (Apollo.io, Hunter.io, Contactout, Outlook, LinkedIn Sales Nav., Snovio)

Contact Me

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Lipa City, Batangas



Education

- **Earist**
Bachelor of Business Administration - BBA, Business, Management
2011 - 2013 (Undergrad)
- **University of the Philippines**
Principles of Graphic Design
Feb 2023 - Mar 2023
- **Provincial Training Center - Lipa**
Agro-Entrepreneurship NC II
March 1, 2023 - April 14, 2023
- **Le Prime - TESDA**
Contact Center Services NC II
Feb 1, 2024 - Feb 22, 2024

Work Experience

- **AS & A Development Corporation**
Office Staff/ Liaison Officer
Jun 2013 - Jan 2015
- **Metadata.io**
Data Entry Specialists
May 2015 - Feb 2020
- **SPL Digital Marketing Group**
Virtual Assistant/ Graphic Design
Mar 2013 - 2022
- **Project Destined**
Virtual Assistant
Aug 2023 - Jan 2024