



MAEJEAN L. ROBLE

General Virtual Assistant

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ABOUT ME

I am organized skilled in handling routine office operations and consistent about meeting deadlines. Prepares documents, mail packages and organizes schedules to support team needs Reliable candidate ready to take on challenges using problem solving and task prioritization skills to help team succeed.

EDUCATION

2019 - 2025	Bachelor of Science in Information Technology Northern Bukidnon State College
2013 - 2019	General Academic Strand Libona National High School

EXPERIENCE

2024-2025 Gateway Nail Salon	General Virtual Assistant Social Media Management Developing and optimizing Websites Email and text Campaign Search Engine Optimization Inbound and Outbound calling
2023 - 2024 Resolve VA	Virtual Assistant Content Creation Optimizing websites Inbound and Outbound calling Search Engine Optimization
2021 - 2023 Cpj Farm	Executive Secretary Organizing files and preparing documents Managing office supply inventory and scheduling appointments Data Entry and Management

SKILLS

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|---------------------------|------------------|--------------------|------------------------------|
| • Web Design | • Graphic Design | • Content Writer | • Microsoft Office |
| • Social Media Management | • Data Entry | • SEO Fundamentals | • General Virtual Assistance |

CERTIFICATES

- | | | |
|--|---|--|
| • Webflow Freelancing | • Introduction to Radio Access Network | • Introduction to Edge Computing |
| • Software-Defined Networking, Openflow & Open Ran | • Artificial Intelligence/ Machine Learning | • Essential Skills for a Successful Digital Marketing Career |