

## **Work Experience:**

December 2007 to October 2008    T-mobile (Teletech Iloilo)    Customer Service Representative  
December 2009 to Present    Barefootbella / Kate Wilber    Virtual Assistant / Article Writer

## **Education:**

2003 – 2007    B.S Medical Technology  
University Of San Augustine, Iloilo City

1999 – 2000    Secondary Education  
Colegio De Las Hijas De Jesus

1995 – 1999    Primary Education  
University Of San Augustine

## **Virtual Assistant Skills:**

- Writing 100% unique and High Quality Articles
- Submissions to article directories
- Social bookmarking
- Blog Commenting
- Forum Posting
- Knowledgeable with TITLE & META tags, keywords, and page content for Search Engine Optimization
- Link Building
- Knowledgeable with Social Media Sites
- Traffic to website
- Computer literate – Microsoft Word, Excel, PowerPoint
- Adobe Photoshop – Photo Retouch and Editing
  - a) Beauty and Fashion retouching
  - b) Restoration
  - c) Red eye repair
  - d) Image isolation
  - e) Color correction
  - f) Panorama making
  - g) Black and white