

# MARIELLE C. ILUSTRISIMO

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## SUMMARY

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Virtual Executive Assistant with more than one year experience organizing presentations and meeting schedule. Possess B.A. in English with Applied Linguistics. Looking to broaden my expertise whilst leveraging my knowledge and experience.

## EMPLOYMENT HISTORY

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### **Virtual Executive Assistant, Patientricity MedPartners K.K**

2020 October – Present

- Create clean and minimalist image design for social media posting.
- Arrange meeting schedule, ensuring no conflicts occur.
- Maintaining folders on servers.
- Doing administrative and clerical tasks.

### **English as a Second Language Teacher, Taka Hari Corp.**

2018 April | 2021

- Taught General English to students from different age group.
- Managed team of teachers ensuring that quality of teaching is obtained.
- Taught IELTS Reading and Business English to VIP (students.)

## EDUCATION

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### **Bachelor of Arts in English with Applied Linguistics, Cebu Institute of Technology- University**

June, 2014 | 2018 March

## SKILLS

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- Adaptability
- Attention to detail
- Collaboration
- Communication
- Creative Design
- Computer Skills
- Decision making
- Multitasking
- Positivity
- Problem solving
- Time management
- Work ethic

## Certification

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Certificate in Professional Education, Cebu Technological University - Main Campus

2018 October | 2019 April

## REFERENCES

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Lodeliza Coroña, Taka Hari Corp.

0977 255 9418

Menchu Macaspac, Taka Hari Corp.

0927 852 0881

Mary France C. Tecson, Alorica

0992 289 9586