

Shekinah Kaysel Arguilla Cataylo

Block 3 Lot 16 Cal Village 1, Tibungco, Davao City,
Philippines, 8000
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PERSONAL INFORMATION

Permanent Address : Block 3 Lot 16 Cal Village 1, Tibungco, Davao City, Philippines, 8000
Birthdate : February 26, 1993
Birth Place : Davao City, Philippines
Height : 5'2 ft.
Weight : 180 lbs.
Sex : Female
Civil Status : Married
Religion : Born Again Christian
Nationality : Filipino

EDUCATIONAL BACKGROUND

	Year [From] - [To]
Elementary School: F. Bustamante Central Elementary School Address: Tibungco, Davao City, Philippines	1999 - 2005
Secondary School: New Ilang Achievers Academy, Inc. Address: Ilang, Davao City, Philippines	2005 - 2009
Bachelor's Degree Course: Bachelor of Science in Social Work School: Ateneo de Davao University Address: E. Jacinto St., 8016 Davao City, Philippines	2009 - 2013

EMPLOYMENT HISTORY

Position: **Virtual Administrative Assistant**
Company: Jessica Meyer - The Literacy Loft, LLC
Address: Orlando, Florida
Date: **August 17, 2017 – Present**
Reason for Leaving: N/A

Job Description / Duties and Responsibilities:

- Email and Website Customer Support: resolve ad hoc customer questions, challenges and concerns relating to a product, respond to enquiries, investigate complaints and update accounts
- Website and Online Shop Admin Support: Prepare and upload products to website and online shop, set description and pricing
- Blog Post and Product Formatting: Prepare and upload graphics to website, assist in formatting products, import and/or export data between different kinds of software,

consult with clients to establish the overall look, graphic elements and content of communications materials in order to meet their needs

- **Graphic Design:** Use the medium best suited to produce the desired visual effect and the most appropriate vehicle for communication, develop the graphic elements that meet the clients' objectives, use existing photo and illustration banks and typography to produce images that meet clients' communication needs for social media and email marketing
- **Admin Support:** Help organize email correspondence and membership contacts, assist in creating, setting up and/or formatting email marketing draft

Position: **Community Relations Officer A and Sr. Community Relations Officer**

Company: National Housing Authority XI

Address: Davao City, Philippines

Date: **February 2014 - May 2017**

Reason for Leaving: End of Contract

Job Description / Duties and Responsibilities:

- Carry out and complete relocation operations (pre-relocation, Relocation and Post Relocation)
- Organizes and strengthens community-based structure
- Identifies housing related services to be delivered
- Conducts community information/motivation activities on housing
- Assesses feedback reports gathered from concerned groups and recommends action in response to the same

TRAININGS / SEMINARS ATTENDED

Training Center: Filipino Virtual Assistance Coaching by Grace Locsin

Duration: Nov 21, 2016 - Dec 21, 2016

Address: Davao City, Philippines/ Online Coaching/Training

Title: **Virtual Assistance Training in Social Media Management and Marketing, Search Engine Optimization, Administrative Assistance, Data Entry and Transcription**

LICENSE/CERTIFICATIONS

Certification: **Visual Graphics Design NCIII**

Issued by: Technical Education and Skills Development Authority (TESDA)

Date Issued: December 18, 2019

Certification: **Board for Social Workers**

Designation: **Registered Social Worker**

Issued by: Professional Regulation Commission Philippines

Date Issued: July 11, 2014

SPECIAL SKILLS / INTERESTS

Community Organizing, Case Management, Group Work

Computer Literacy – MS Office and Google Applications

Graphics Design – Photoshop, Canva, Procreate

E-commerce Support – Shopify, Kajabi, TeachersPayTeachers

Leadership, Communication, Problem Solving, Adaptability, Customer Service

CHARACTER REFERENCES

Jessica Meyer

Owner and Curriculum Designer
The Literacy Loft, LLC
Orlando, Florida, USA
Email Add.: Jessica@theliteracyloft.com

Shirley Mercedes S. Brion, RSW, MSW

Community Relations Specialist/Supervisor
National Housing Authority XI
Contact No: (082) 221-2002

Rev. Armando L. Valdez

Pastor/Minister
Maranatha Family Church International
Ministries
Contact No: 0922-862-1831



Applicant's Signature