

W



Gikima Versoza

PROFESSIONAL SUMMARY

Expert in General Administration in Digital Marketing with experience international remotely.

Possess Technical efficiency in BSIT with High-end Equipment. Academically Advanced and Logical Thinker

EDUCATION

Bachelor of Science in Information Technology

Our Lady of Fatima University 2014-2018

Music Theory Program

University of the Philippines March-June2015

TECHNICAL SKILLS

- Word
- Powerpoint
- Excel
- Outlook



131 A Buenmar
Subdivision Manggahan
Pasig City



09532479666



Gkversoza11@gmail.com



<http://Gkversoza.github.io>
<https://behance.net/gkversoza>

SOFTWARE SKILLS

- Photoshop
- Filmora
- Adobe Premiere Pro
- After Effects
- Wordpress
- Click up
- Canva

WORK EXPERIENCE

Concentrix Makati

Feb 2025 – Mach 2026

Customer Service Representative

- Handles Salesforce, Slack, Assembled, Zendesk, Zscaler Software Estart
- Responsible for handling calls, chat, email support for the customer
- Financial account

Kalye Putok Batok Pares (CAREER BREAK)

Nov 2020 - Dec2023

Restaurant Manager and Digital Marketing

- coordinate the operation of the restaurant ensuring that kitchen, bar and waiting staff are working as a team. recruit, train, manage and motivate staff.
- Responsible for marketing and promotion on social media
- Graphic design edits for photos and videos

Gherkin Media Ltd New Zealand

Sept - Dec2022 Remote

Front Web Developer, Figma (WebDesigner), Go High Level(CRM)



- ensure that website visitors can easily interact with the page, combination of design, technology and programming to code a website's appearance, as well as taking care of debugging.
- Figma editing for UX | UI on Go High Level
- HTML, CSS, Javascript, PHP expert
- Able to translate technical concepts into easy to understand language for end users and create well formatted guides for users
- Broad general knowledge of IT systems and standards
- Experience with Microsoft Office suite, Salesforce, Wordpress, and working as part of a project team is desirable
- Have an outgoing attitude towards assisting and training staff

5C Virtual Assistant and Services

Mar-Dec2019

International Virtual Assistant, General Administrative Skills

- Responsible for website and social media management. Also video editing and handling clients.
- Handles Shopify for construction supply of the client
- Responsible for Graphic Designs of the client
- Executive Assistant for CEO
- Edits email responses for the client
- Handle Wordpress for Website Development
- Punctual and reliable.
- Willing to learn and have a 'can do' attitude.
- Have at least a basic level skill set with Microsoft Office – with the main focus on Excel and Word.
- Have a minimum basic level skill set with Microsoft Outlook.
- Have excellent communication skills, with fluency in both spoken and written English.
- Have great customer service skills for greeting and dealing with visitors to our site.
- Have strong organisational skills with an ability to prioritise workload.
- Have exceptional attention to detail and a focus on accuracy.
- a great team player and able to support other staff where necessary.

Teleperformance Philippines

June-Oct 2018

Customer Service Representative

- Assigned in Mcgrawhill Higher Education located in US.
- Inbound calls Customer Experience Group with 500 calls for 3 months
- Customer service and enquiries
- Experience in an office environment
- Excellent communication skills – both verbal and written
- Competent in MS Office
- Excellent time management & organisational skills, with the ability to prioritise and multi-task
- Warm, friendly personality
- Ability to work well within a team environment and on their own
- Flexible, willing to help the team where necessary and open to change

Go Fluent Philippines

2018

Internship

Front End Web Developer, UX UI Designs, Customer Website Templating

- Handling Website Templating Program with Html,Css, Javascript for Front end Web Development,also ensures Responsive website and check Cross platform for mobile with Android and iOs operating system.

LIFE TV Television Program

2012-2013

Advertisement Writer, MTV department with Training in Radio Broadcasting Drama Production and Video Editing

Cornerstone Recording Studio

2011-2012

Musician, Archiving, Sound Engineering, Arranger,
Audio Production Secretary for Time Tracking, Training for Radio Broadcast

PERSONAL ACCOMPLISHMENTS

Volunteer at Alaminos Regional Channel (Sept-Dec2022)

Youth Government Media, Editor and Correspondent

1st placer Chess

Maranatha Bible School Foundation Week 2012

2nd placer Chess

Maranatha Bible School Foundation Week 2013

2nd Songwriting

Maranatha Bible School Foundation Week 2013

Math Quiz Bee Finalist

Rizal High School 2011

Thesis Leader with 15+Certifications (Seminars,&Presenters)

Associate in Theology (2 years with Diploma)

Maranatha Bible School