GIKIMA (GK) VERSOZA

Executive Virtual Assistant

Expert

Qualification

- **Expert in General Administration in Virtual Assistant Service with 2 years exp international remotely. Possess Technical efficiency in BS IT with High-end Equipment.Academically Advanced and Logical Thinker**

Educational Background

- **Bachelor of Science in Information Technology (Graduate)**
  Our Lady of Fatima University 2015- 2018
  Thesis Leader with 15+ Certifications (Seminars,& Presenters)
- **Music Theory Extension Program(March 2015- June 2015)**
  University of The Philippines
- **Volunteer atAlaminos Channel (Sept 2022 - Dec 2022)**
  Youth Government Media, Editor and Corresnpondent

Experience

- **Gherkin Media Ltd (New Zealand) (Sept 2022- Dec 2022)**
  Full Stack Web Developer, Figma(Web Designer), Go High Level (CRM)
- **Kalye Putok Batok Pares (Nov 2020 - Aug 2022)**
  Operation Manager handling 3 to 10 teams
- **5C Virtual Assistant and Services (Mar 2019-Dec 2019)**
  International Virtual Assistant, General Administrative Skills
- **Teleperformance Phil Masinag (June 2018 - Oct2018)**
  Customer Experience Group, Customer Service Representative
- **GoFluent Eastwood Libis (OJT 500 hours 2018)**
  Front End Web Developer, UX and UI Designs,
  Customer Website Templating
- **Oras ng Katotohanan (TV Program 2012 -2013)**,
  Advertisement Writer, MTV department with Training in Radio Broadcasting Drama Production
- **Cornerstone Recording Studio (2011- 2012)**,
  Sessionist, Archiving, Sound Engineering,Arranger,Audio Production
  Secretary for Time Tracking, Training for Radio Broadcast

Academic Awards

- Chess : 1st Placer(Champion)
  Maranatha Bible School Foundation Week 2012
- Chess : 2nd Placer
  Maranatha Bible School Foundation Week 2013
- Songwriting: 2nd Placer
  Maranatha Bible School Foundation Week 2013
- Math Quiz Bee Finalist
  Rizal High School 2011 (4th year High School

@gkv3rsoza	@gkversoza
Gk Versoza	@gkversoza
gikima19	@gkversoza11

Relevant Skills

	Beginner	Intermediate	Professional	Expert
Virtual Assistant				
Graphic Designs				
Front-End Web Development				
Audio Production				
Video Editing				

gkversoza.github.io

gkversoza11 @gmail.com

Digital Portfolio

SCAN ME