

# Gikima Versoza

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## 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

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## EDUCATION

### **Bachelor of Science in Information Technology**

Our Lady of Fatima University 2014-2018

### **Music Theory Program**

University of the Philippines March-June2015

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## TECHNICAL SKILLS

- Word
- Powerpoint
- Excel
- Outlook



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Subdivision Manggahan  
Pasig City



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<http://Gkversoza.github.io>

<https://behance.net/gkversoza>

## SOFTWARE SKILLS

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

## WORK EXPERIENCE

### **Kalye Putok Batok Pares (CAREER BREAK)**

**Nov 2020 - Dec2023**


Restaurant Manager and Digital Marketing

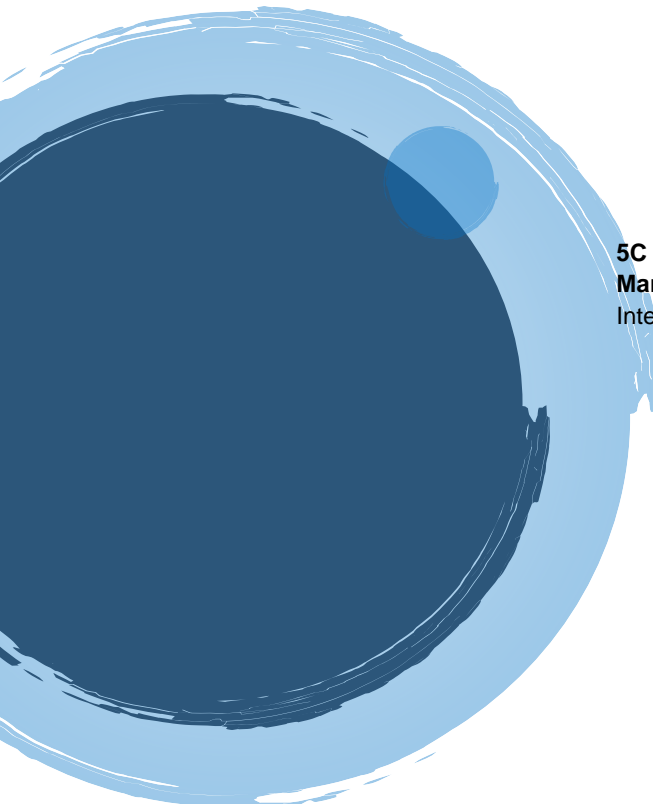
- coordinate the operation of the restaurant ensuring that kitchen, bar and waiting staff are working as a team. recruit, train, manage and motivate staff.
- Responsible for marketing and promotion on social media
- Graphic design edits for photos and videos

### **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
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- 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

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**PERSONAL ACCOMPLISHMENTS**

**Volunteer at Alaminos Regional Channel (Sept-Dec2022)**

Youth Government Media, Editor and Correspondent

**1<sup>st</sup> placer Chess**

Maranatha Bible School Foundation Week 2012

**2<sup>nd</sup> placer Chess**

Maranatha Bible School Foundation Week 2013

**2<sup>nd</sup> 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

