



TRISHA ANNE AGUILLON

Virtual Assistant/Graphic Designer

A dedicated, dependable, and reliable Virtual Assistant who offers a variety of professional services including administrative assistance, web research, project management, and graphic design. Establishing client relationships and keeping them happy by providing the best service possible.

CONTACT

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CORE SKILLS

- Google Office Literate
- Microsoft Office Literate
- Word Processing
- Presentation Design
- Spreadsheet/Database
- Researching
- Adobe Photoshop Literate
- Adobe Illustrator Literate
- Video Editing
- Canva Design
- Logo Design
- Photo Editing
- Photo Enhancing
- Photo Object Manipulation

EDUCATION

**TRENT INFORMATION FIRST
TECHNICAL CAREER INSTITUTE, INC.**
(2016-2018)
Accountancy, Business, and Management
(Senior High School graduate - with High Honors)

TRAININGS

KSIT COLLEGE OF SCIENCES, INC.
(03/2018 - 04/2018)
Basic Web Development, WordPress editing,
and Virtual Assistant 101 (No Certificates
included)

QUICKDESK VIRTUAL SOLUTIONS
(09/2022 - 10/2022)
176 Hour Virtual Assistant Training

WORK EXPERIENCE

BAKERY CASHIER CLERK 03/2019- 10/2019
Panadery Bake Shop

- Welcoming customers as they arrive at the bakery and responding to their queries regarding baked products.
- Assisting the customers in choosing cakes, pastries, cookies, bread, and pies according to their specific tastes.
- Completing all sales inventorying, cleaning, stocking, and organizing tasks in the assigned sales area.

ACCOUNTING FIRM INTERN 11/2011 - 12/2017
Amsteel Structures, Inc.

- Filing of needed data papers and documents
- Encoding data on spreadsheets
- Giving out Payroll checks to the employees
- Discarding/Shredding unimportant data documents
- Helping to other minimal tasks inside the firm

SKILL HIGHLIGHTS

Critical Thinking: *Using logical reasoning to identify the strength and weakness of a certain solutions, conclusions, or approaches to problems.*

Creativity: *Developing, designing, enhancing, and creating new ideas in photo designing and logo making.*

Communication Skills: *The ability to communicate information, opinions and new ideas in speaking and writing that others can understand.*