



VICENTE E. BACO III.

General/Executive Virtual Assistant



+639467209942



jun1526baco@gmail.com



www.linkedin.com/in/jun-baco-74547a345/

EDUCATION

Bachelor of Science in Information Technology

B.E.S.T College of Pol. Inc
2020 - 2024

Secondary Education

PNHS Ocatvio Village
2000 - 2004

EXPERTISE

- Management Skills
- Search Optimization Engine
- CRM
- Appointment Settings
- Communication Skills
- Digital Marketing
- Website Development
Virtual Assistant
- Calendar Management

CERTIFICATES

- Best in Content Creator
2024 Surge Freelancing
Marketplace
- Masterclass Virtual
Assistant (MVA) 2024
Surge Freelancing
Marketplace

PROFILE

I'm a passionate and dedicated freelancer, Specializing in Graphic Design using Adobe Platform's, Canva. Editing Videos is my expertise, Website development Virtual Assistant, content creation, etc. With various of training's in delivering creative and customized solutions, I've had the privilege of collaborating with clients from diverse industries, turning their visions into impactful realities.

WORK EXPERIENCE

Dole Philippines Inc.

2009 - 2018

Service Provider

- Deployed at Dole Philippines Inc. and was assigned at FRPC department. I was assigned as trucker and loader during my tenure. I was responsible for delivering high-quality products to customers.

On-the-Job-Trainee (OJT) at LGU Municipality of

Polomolok, South Cotabato

2023 - 2024

- During my deployment, I was assigned to the IT Department where I honed my programming skills and developed new techniques. Additionally, my experience taught me the importance of being cautious and responsible in my work.

RELEVANT SKILLS

- Knowledge of social media and online marketing Customer service and problem-solving skills. Proficiency in communication tools, time management, data entry, research, scheduling, and any industry-specific software. Time management and organization skills Strong communication skills Adaptability and flexibility to changing situations