



ABRAHAM DAN ALVAREZ

VIRTUAL ASSISTANT

ABOUT ME

Efficient, result-oriented and extremely motivated to constantly develop my skills and grow professionally.

I am confident in my ability to follow instructions and to produce quality work output that is required of me.

CONTACT DETAILS

1809 Green Village Kauswagan
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WORK EXPERIENCE

FREELANCER - VIRTUAL ASSISTANT

UP TO APRIL 2020

Social Ads Manager , Facebook Ads Specialist,
Graphics Artist and Data Entry

FREELANCER – ARCHITECTURAL DRAFTSMAN / GRAPHICS ARTIST

Experience : 2 years

AutoCad Drafting, Sketch-UP Rendering,
PhotoShop and CorelDraw

JEA STEEL INDUSTRIES, INC.

SALES ENGINEER

Position Level : 4 years experienced employee

Specialization : To create new sales account
and

maintain existing account.

UKC BUILDERS

SITE ENGINEER AND DOCUMENT
CONTROLLER

Position Level : 2 years experienced employee

Specialization : Meet project deadlines and
oversee the status of the project site.

EDUCATION

UNIVERSITY OF SCIENCE &
TECHNOLOGY OF THE
SOUTHERN PHILIPPINES
(formerly known as MUST)

**Bachelor of Science in
Civil Engineering, 2015**

SKILLS

- Business Ads Management
- Facebook Pixel
- ManyChat Integration
- Graphics Design
- Architectural Drafting
- Data Entry and Research