



Brian Baldota

PERSONAL SUMMARY

A motivated and reliable Virtual Assistant with passion for supporting clients to make progress and find solutions to their business. I am a tech-savvy and quick learner, easy to work with, and committed to delivering quality support in every task I handle. Looking forward to helping clients increase their value, efficiency, productivity and find solutions in their business.

PHONE

+639158185296

EMAIL

bbrian@gmail.com

LOCATION

Tacloban City, Philippines

PORTFOLIO WEBSITE

<https://bbrianva.my.canva.site/>

TOOLS & SOFTWARE

Microsoft Office Suite

Google Workspace (Google Suite)

Canva

WordPress, Wix & Weebly

Capcut

Asana, Notion, Trello, & Monday.com

Gmail & Yahooemail

Gdrive & Dropbox

ChatGPT, Deepseek, & GeminiAI

Slack

SKILLS

1. WordPress Management.
2. Data Entry and Basic online research.
3. File Management using Google Drive & Dropbox.
4. Email Management using Gmail, Yahoo mail, & Microsoft Outlook.
5. Calendar or schedule management using Calendry or Google Calendar.
6. Basic Social Media Management.
7. Photo creation and editing using Canva.
8. Video creation and editing using Canva & Capcut.
9. Know how to use basic HTML, CSS & some Javascript code.
10. Basic Search Engine Optimization (SEO).

EDUCATION

Eastern Visayas State University – Tacloban

BS in Civil Engineering

COURSES & CERTIFICATES

"General Virtual Assistant Course" – by VirtualWorkPh.

"Social Media Management Course"- by VirtualWorkPh.

"Learning Asana" – LinkedIn by David Rivers.

"Learning Notion" – LinkedIn by Nick Brazzi.

"Canva for Web & Digital Design Products" – LinkedIn by Heather Severino.

"Canva Essential Training" – LinkedIn by Nick Brazzi.

"WordPress Essential Training" – LinkedIn by Allie Nimmons.

"WordPress SEO" – LinkedIn by Patrick Rauland.

"Using WordPress to Create a Blog for Creators" – LinkedIn by Shruti Pangtey.

"Become a Virtual Assistant in a Week" – by Angel Jalong (VA Coach).

"How to use ChatGPT for Content Creation" – LinkedIn by Nicky Saunders.

"Project Management with Monday.com" – LinkedIn by Jess Stratton.

"Learning Elementor for Wordpress Design"- LinkedIn by Emely Kay.

"Trello Essential Training"- LinkedIn by Zack Arnold.

"SEO: Keyword Strategy" – LinkedIn by Matt Bailey.

"Editing Mastery for Short-form Content Using Capcut" – LinkedIn by Joanna Yung.

WORK EXPERIENCES

Office Engineer | Ever Pacific Steel Ind. Inc. | March 2022 – Feb. 2025

Technical Facilitator | DSWD | Sept.- Dec. 2021

Quantity Surveyor | Adama Resorts & Hotel Inc. | July 2019 – Dec. 2021