

AMANDA LEE R. ILUSTRE

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PROFESSIONAL SUMMARY

Detail-oriented aspiring Virtual Assistant with hands-on training in Social Media Management and Administrative Support through the Your Best Virtual Assistant program. Proficient in Canva, Google Workspace, Meta Business Suite, and ChatGPT for content scheduling, file organization, and client communication workflows. Created branded social media practice content, organized digital files across cloud platforms, and completed simulated admin support tasks using calendar and communication tools. Available for US EST, PST, and AU AEST schedules.

KEY SKILLS

Email & Calendar Management | Social Media Scheduling | Canva Graphic Design | Google Workspace | Meta Business Suite | Data Entry & File Organization | Caption Writing & Hashtag Research | Audience Engagement | Administrative Support | AI-Assisted Productivity (ChatGPT, Claude, Gemini)

TECH PROFICIENCY

AI Tools: ChatGPT, Claude AI, Gemini

Productivity: Google Workspace (Docs, Sheets, Drive, Calendar), Microsoft 365 (Word, Excel, PowerPoint), Dropbox

Communication: Zoom, Google Meet, WhatsApp, Calendly

Project Management: Notion, Google Tasks

Design / Social Media: Canva, CapCut, Meta Business Suite

RELEVANT EXPERIENCE

Virtual Assistant Training Projects

Your Best Virtual Assistant, March 2025

- Created 20+ Canva-based social media graphics for simulated wellness and ecommerce business pages during VA training activities.
- Organized cloud-based client files using Google Drive and Dropbox folder systems, improving document retrieval speed during mock admin exercises.

- Scheduled social media content across Meta Business Suite practice accounts using weekly posting calendars and engagement tracking sheets.
- Drafted caption and hashtag sets for Facebook and Instagram practice campaigns targeting small business audiences.
- Managed mock email and calendar coordination tasks using Google Calendar and Calendly scheduling workflows.

Academic and Organizational Projects

Dr. Yanga's Colleges Inc., 2022 to Present

- Coordinated digital presentation materials and group documentation for Tourism Management coursework using Google Workspace and Canva.
- Maintained organized class files and deadline trackers for multiple group activities across one academic semester.
- Designed presentation graphics and visual materials for tourism-related reporting activities using Canva templates and branded layouts.

EDUCATION

Bachelor of Science in Tourism Management Dr. Yanga's Colleges Inc. Expected Graduation: July 2026

Relevant Coursework: Business Communication, Computer Applications, Tourism Operations Management, Customer Service Management

CERTIFICATIONS

General Virtual Assistant Mastery Course Your Best Virtual Assistant, March 2025

Social Media Management Training Your Best Virtual Assistant, March 2025

Canva for Social Media Training Your Best Virtual Assistant, March 2025

Google AI Essentials (Recommended Next Certification) Coursera / Google

REMOTE WORK READINESS

Internet: Converge Fiber 200 Mbps (primary) | Smart Mobile Hotspot 20 Mbps (backup)

Power: APC UPS 650VA with up to 2-hour backup runtime

Equipment: Windows laptop (Ryzen 5, 8GB RAM), Logitech noise-canceling headset, HD webcam

Workspace: Dedicated quiet workspace for video meetings and client calls

Availability: US EST, PST, UK GMT, and AU AEST schedules

LANGUAGES

English (Fluent) | Filipino (Native)

Ready to refine, or shall we proceed section by section?