



ELIZA GRACE CLARO

Profile

Motivated Bachelor of Arts in International Studies student seeking freelance and virtual assistant opportunities. Adaptable, detail-oriented, and quick to learn, with experience in social media management, graphic design, infographic creation, and video content creation through academic projects. Strong communication, multitasking, and organizational skills with the ability to work independently and meet deadlines efficiently.

 (0936) 130 8170

 elizgrace@gmail.com

 Philippines

Education

Bachelor of Arts in International Studies College Student

Relevant experience includes research presentations, academic reporting, infographic creation, and collaborative projects.

Expertise

- Social Media Management & Instagram Marketing
- Graphic Design (Canva)
- Infographic Creation
- Video Content Creation & Basic Editing
- Data Entry & Online Research
- Time Management & Multitasking
- Communication & Team Collaboration

Language

English

Filipino

Experience

Academic Content & Design Projects

- Created infographics, presentation materials, and visual content for school projects and reports.

Social Media Familiarity

- Experienced in creating captions, organizing posts, and engaging with online audiences through Instagram.

Video Presentation Projects

- Assisted in planning, editing, and producing video outputs for academic activities and group presentations.

Strengths

- Fast learner and adaptable to new tools
- Responsible and deadline-oriented
- Creative and detail-focused
- Able to work independently or in teams