



KHARELLE REMOROSA

VIRTUAL ASSISTANT | DATA ENTRY |
GRAPHIC DESIGNER | ONLINE
RESEARCHER



Contact



Bangued, Abra, Philippines



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Skills

Project Management
Data Entry
Graphic Design
Online Research

Writings

Virtual assistant

Dedicated Virtual Assistant with experience providing administrative and project support. Skilled in managing schedules, organizing tasks, coordinating projects, handling communications, and ensuring client needs are met efficiently. Detail-oriented, reliable, and committed to helping clients stay organized and productive.



About Me

Creative and detail-oriented Graphic Designer, Digital Artist, and Research Assistant with experience in branding, digital illustration, marketing materials, and academic projects. Skilled in creating logos, brochures, posters, presentations, and custom artwork while delivering visually engaging and purpose-driven designs. Experienced in assisting with research, thesis writing, and academic projects, with strong abilities in data organization, critical thinking, visual communication, and problem-solving. Passionate about transforming ideas into creative, high-quality solutions with precision and professionalism.



Education

Senior High School Stem Strand

2025-2026

With Consistent Academic Recognition Abra High School



Work Experience

Student Researcher

2022 – 2026

- Conducted in-depth research in life science, physical science, and innovation fields
- Developed structured research proposals, including impromptu presentations (STREMAZING CONTEST)
- Gathered, analyzed, and interpreted data to produce accurate results
- Created organized reports and presentations using digital tools

Online Accounting Assistant (Upwork)

2025

- Recorded and organized financial data with accuracy
- Assisted in basic bookkeeping and data tracking
- Maintained organized digital records and documentation
- Handled confidential information responsibly

Graphic Designer (Project-Based)

2024-2025

- Designed presentations, posters, and visual materials using Canva
- Created clean, professional, and visually appealing layouts
- Improved communication of content through effective design
- Delivered high-quality outputs within deadlines

Peer Tutor / Academic Assistant

2022 – 2026

- Provided academic support and tutoring to students
- Explained lessons clearly to improve understanding
- Assisted with assignments, projects, and school tasks

Dentist Assistant

Assisted the dentist during patient procedures while preparing instruments and ensuring the treatment area was organized and ready for use. Maintained and organized patient dental records, handled administrative tasks, and helped provide a smooth and efficient experience for both the dental team and patients.

Cashier

Processed customer purchases accurately and efficiently while handling cash transactions and maintaining balanced cash records. Assisted customers with inquiries, provided friendly service, and ensured a smooth shopping experience by delivering reliable and professional customer support.