



KINT JONICELD LAWRENCE ARCENAL

CANVA EXPERT

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🏠 Deca Homes Tungkil, Minglanilla, Cebu, Philippines

PROFESSIONAL SUMMARY

A skilled Science Research Assistant and Microsoft Office specializing in crafting road mapping and Designs. Experienced in Video/Photo Editing, Adobe Application, and other social media assets. Proficient in video editing using Canva and CapCut for videos and Facebook & Instagram Reels. Adept at enhancing brand visibility through strategic content planning and audience engagement.

ACADEMIC BACKGROUND

BACHELOR'S DEGREE	YEAR GRADUATED	DECEMBER 2018
MAJOR FIELD : NAME OF INSTITUTION :	BACHELOR OF SCIENCE IN INFORMATION AND COMMUNICATIONS TECHNOLOGY UNIVERSITY OF SAN CARLOS – TALAMBAN CAMPUS, NASIPIT TALAMBAN, CEBU CITY, PHILIPPINES	

CAREER HISTORY

POSITION	COMPANY	
SCIENCE RESEARCH ASSISTANT II IT STAFF	DEPARTMENT OF SCIENCE AND TECHNOLOGY GET ON TRAVEL TOURS & SERVICES	2020 to 2023 2023 to 2024
ACCOUNTING STAFF (AR) VIRTUAL ASSISTANT	SONNET'S CATERING SERVICES INC. ELITE MEDIA MARKETING	Jan. 2025 to May 2025 June 2025 to February 2026

CORE SKILLS

- Adobe Application
- Microsoft Office
- Social Media Assets
- Networking (Cisco)
- Road Mapping
- Field Researcher
- Quality Assurance
- System Application Processing (SAP) - Accounting
- On-Demand Open Object (ODOO) - Accounting
- Physical Inventory
- Media Marketing
- General Virtual Assistant

WORK REFERENCES

ATTY. ALGER LOYAO JR.

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MIKO AGUSTIN

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