

Marc Donald B. Ragasa

Virtual Assistant

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Professional Summary

Resourceful and detail-oriented professional transitioning from 12 years of teaching experience into the Virtual Assistant field. Skilled in administrative support, data management, scheduling, and digital tools. Adept at handling multiple tasks, maintaining confidentiality, and delivering high-quality results. Passionate about supporting clients remotely with efficiency and professionalism.

Core Skills I Offer

- Administrative Support (Email, Calendar, File Management)
- Data Encoding (40 WPM)
- Microsoft Office Suite (Word, Excel, PowerPoint, Publisher)
- Online Research & Report Preparation
- Communication & Customer Service
- Computer Hardware Maintenance & Troubleshooting
- Operating System Reformatting
- Creating Notion Template
- Social Media Management
- Web Design & Customization
- Digital Marketing & Funnels
- Email Marketing & Automation
- Basic Troubleshooting
- Executive Assistance
- Branding & Graphics
- SEO & Copywriting

Tools that I used

- Figma
- Mailerlite
- Notion
- Figma
- Loom
- Wix
- *Google Workspace
- *ChaptGPT
- *Claude

Professional Development & Trainings

- Zapier Academy: Certificate of Completion
 - “Timing your zaps”
 - “Building Intermediate Zaps”

“Building Basic Zaps”

- Virtual Hive Academy 20 days' Workshop
- Workshop: Restructuring Instructional Tasks for Literacy/Numeracy Engagement (2024)
- Training: Psychological First Aid for Disaster Risk Reduction (2018)
- Training: Basic Disaster Risk Reduction Modules (2018)

Work Experience

Public School Teacher

Geronimo Santiago Elementary School, DepEd - Manila, Philippines

June 2013 - Present

- Managed multi-grade classrooms, demonstrating strong organizational and communication skills.
- Designed and implemented lesson plans aligned with K-12 curriculum.
- Coordinated extracurricular activities and administrative tasks.
- Developed reports and maintained accurate student records.

High School Teacher

Southern Philippine College, Zamboanga del Norte, Philippines

June 2009 - March 2013

- Delivered English language and literature instruction.
- Oversaw classroom activities, assessments, and student progress tracking.

Provided administrative support to faculty and staff.

Education

- Master's Degree Coursework in Educational Management - University of Rizal System (2023-2025)
- Bachelor of Education (Academic Requirements Completed) - Southern Philippine College (2009-2010)
- Bachelor of Arts, Major in English - Dipolog City, Zamboanga del Norte (2000-2006)

Please refer to this link for my Portfolio:

https://drive.google.com/drive/folders/1-cv6LdCPIbaK22_OG-eXDjIZI-kV2245?usp=drive_link