

RHEA DUCADO GAGARINO

rheagagarino24@gmail.com | +971 56 464 2657 | Abu Dhabi, United Arab Emirates

PROFESSIONAL SUMMARY

Creative and detail-oriented Graphic Design and Social Media Virtual Assistant with experience in customer service, administrative support, and graphic design. Skilled in Canva, Adobe Photoshop, CorelDRAW, Microsoft Office, and social media content creation. Passionate about helping businesses grow their online presence through engaging designs, organized support, and strong communication skills.

CORE SKILLS

- ◆ Graphic Design (Canva, Adobe Photoshop, CorelDRAW)
- ◆ Basic Social Media Management
- ◆ Branding & Marketing Materials
- ◆ Administrative Support
- ◆ Email Management
- ◆ Microsoft Office (Word, Excel, PowerPoint)
- ◆ Customer Service & Communication
- ◆ Attention to Detail

WORK EXPERIENCE

United Furniture LLC – United Arab Emirates

Sales Executive / Admin Assistant

November 2019 – May 2021

- Assisted customers and provided excellent customer service in the showroom.
- Managed administrative tasks including reports, emails, and cashiering duties.
- Created and updated product price tags and organized sales records.
- Coordinated with customers regarding inquiries and purchases.
- Maintained accurate daily reports and documentation.

Lulu Hypermarket LLC – United Arab Emirates

Cashier

August 2016 – September 2019

- Handled customer transactions efficiently and accurately.
- Delivered excellent customer service in a fast-paced environment.
- Managed POS operations and ensured accuracy in payments and receipts.
- Assisted customers with product inquiries and concerns.

Super 8 Grocery - Philippines

Cashier

December 2015 – August 2016

- Processed cash, card, and voucher transactions.
- Maintained accuracy in inventory and customer purchases.
- Provided friendly customer support and assistance.

Savemore Minimart and Pharmacy Inc. - Philippines

Cashier / Pharmacy Assistant

May 2014 – October 2015

- Assisted customers with their needs and handled transactions
- Supported daily pharmacy operations and customer service.
- Organized records and maintained cleanliness in the workplace.

Notes and Marks Enterprises - Philippines

Sales Clerk / Assistant Graphic Artist

September 2013 – May 2014

- Assisted in creating invitation layouts, tarpaulins, calling cards, stickers, and custom print designs.
- Worked with customers to customize and finalize design requests.
- Prepared designs for printing using CorelDRAW and Photoshop.
- Assisted with printing and production tasks.

EDUCATION

Quezon City Polytechnic University

Bachelor of Science in Information Technology (Undergraduate)

2008 – 2011

Ernesto Rondon High School

2004 – 2008

TOOLS & SOFTWARE

- Canva
- Adobe Photoshop
- CorelDRAW
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Google Docs & Google Drive
- Basic Social Media Platforms (Facebook, Instagram, TikTok)

LANGUAGES

- ◆ Filipino (Native)
- ◆ English

CAREER OBJECTIVE

To obtain a remote Graphic Design and Virtual Assistant position where I can use my creativity, administrative experience, and willingness to learn to support businesses and grow professionally while working from home.