

FRANCENE MAE VILLAMEA

Creative Virtual Assistant

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SUMMARY

Creative and detail-oriented Virtual Assistant specializing in content creation, Canva design, short-form video editing, and administrative support. Experienced in client communication, appointment setting, content organization, and creating visual content for brands and businesses.

Currently developing Social Media Management skills, including content planning, strategy, scheduling, community management, and analytics. Adaptable, organized, resourceful, and eager to learn new tools and workflows.

PERSONAL EXPERIENCE

FREELANCE CREATIVE VIRTUAL ASSISTANT / CREATIVE SUPPORT — 2023 - Present

- Create Canva designs, short-form videos, promotional content, and UGC-style content.
- Support content organization, client communication, creative tasks, and project deliverables.
- Continuously develop skills in social media strategy and management.

FREELANCE MAKEUP ARTIST / CONTENT CREATOR — 2021 - Present

- Manage client inquiries, bookings, appointments, and professional communication.
- Create beauty, promotional, and product-focused content for social media and brand collaborations.

OFFICE ADMIN INTERN | Pru Life UK — July–September 2025

- Supported senior executives with administrative tasks, including scheduling meetings, managing correspondence, and preparing reports.
- Assisted in the planning and execution of corporate events and client meetings, ensuring a high level of professionalism and attention to detail.

LEGAL INTERN | Ferrer Law Office — October–November 2025

- Supported administrative tasks, document organization, and office workflows.
- Developed professional communication, organization, confidentiality, and attention-to-detail skills.

EDUCATION

BACHELOR OF SCIENCE IN OFFICE ADMINISTRATION — 2022–Present

Pateros Technological College | Philippines

- Graduating

STRENGTHS

- Creative
- Organized
- Detail-Oriented
- Resourceful
- Adaptable
- Client-Focused
- Willing to Learn

CORE SKILLS

- Creative
- Canva Design
- Content Creation
- Short-Form Video Editing
- Social Media Graphics
- UGC-Style Content
- Content Repurposing

TOOLS

- Canva
- CapCut
- Google Workspace
- Meta Business Suite
- Instagram
- Facebook
- TikTok
- ChatGPT