

CANAAN SUGANO

VIRTUAL ASSISTANT | GRAPHIC DESIGNER |
SOCIAL MEDIA MANAGER

📍 Baguio City, Benguet, CAR Ph

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📅 March 31, 2000

Profile

With 5 years' worth of graphic design experience and computer literacy. Experienced in the aspects of social media management and graphic design. A marketing staff of GMS Technology Inc. and virtual marketing assistant of Deerwood Realty.

Technical Skills

- **Video Creation**
 - Videopad, Filmora, Adobe Rush
- **Social Media Management**
 - Facebook, Instagram, Youtube, Pinterest, Publer
- **Appointment Scheduling**
 - GCalendar
- **Graphic Design**
 - Photoshop, Canva, Illustrator, Sketchup, CorelDraw
- **Print on Demand:** Printify
- **Communication and Collaboration**
 - Skype, Zoom, Slack
- **Project Management**
 - Asana
- **Email Designing/CRM**
 - ActiveCampaign
- **Transcription:** Temi
- **Web Design**
 - WordPress, Wix
- **Office Suite**
 - MS Office, GSuite

Soft Skills

- Creativity
- Resourcefulness
- Active Listening
- Written Communication
- Organization
- Resourcefulness
- Prioritizing
- Goal setting
- Scheduling

Work Experience

Deerwood Realty - US Virtual Marketing Assistant

July 18, 2022 - Present

- Updating Website posts
- Update Youtube channel thumbnails & Videos
- Create Product Designs
- Schedule Social Media Posts

GMS Technology Inc.- Baguio Marketing Staff

August, 2018 - Present

- Maintain Social Media Presence
- Create Weekly and Ad Designs
- Design Company Website Singlehandedly
- Provide Customer Support
- Monthly encoding for student database
- Schedule online classes via Google Calendar
- Automate SMS messages and promotions
- Manual email management via Google Mail

BiBakeKo

2020 - June, 2022

Social Media Manager

- Provide Customer Support
- Create advertisement designs
- Maintain Social Media Presence
- Create appointments via Facebook Page Calendar
- Encoding of Customer Orders

Volunteer Facilitator

2020 - June, 2022

Leadership Communities

- Activity Planning for leadership training from secondary to tertiary education
- Give instructions to participants regarding activities
- Assist in preparation of materials needed
- Observe and attend to concerns of participants
- Post-discussion on our observations and reflections for the specific day's activities and entirety of the training

Education History

Graphic Design NCIII

Horizon Training & Development Inc. - Manila

Technical Drafting NCII
Short Course: Adobe Photoshop,
Sketchup, MS Office

GMS Technology Inc. - Baguio City

Senior High School Grade 11-12

University of the Cordilleras - Baguio City

Junior High School Grade 10

Baguio Siloam Christian Academy-
(Korean-Filipino) Baguio City

Junior High School Grade 7-9

Prince of Peace Lutheran School- Calgary, Alberta



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