



# J-Ann Carmel Pestaño

## VIRTUAL ASSISTANT

### PROFILE

I am a deaf virtual assistant and I am proficient in lead generation, graphic design, and video editing. I am a dedicated, adaptable, creative, and responsible person willing to learn and improve my skills despite of my disability to hear and talk.

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🌐 [www.linkedin.com/in/jannpestanova](http://www.linkedin.com/in/jannpestanova)

📍 Cebu, Philippines

### SKILLS

- Computer Literate, proficient in any Microsoft Office applications
- Lead Generation
- E-commerce: Amazon/eBay Product listing
- Graphic Design using Canva and Affinity Designer
- Wordpress
- Video Editing
- Social Media Marketing

### TOOLS

- Canva
- Affinity Designer
- Trello
- Lastpass
- Loom
- WordPress
- Bitwarden
- Grammarly
- Findthelead
- Filmora
- Getprospect
- Facebook, Instagram, etc
- Microsoft Office
- MailChimp
- Google Apps

### WORK EXPERIENCE

#### ADMINISTRATIVE ASSISTANT

Shangri-La Mactan Resort and Spa

August 2011-February 2021

- Monitored office inventory and keep track of supplies with advanced skills in Microsoft Excel
- Assisted the Service Leader, Manager, and Colleagues in prioritizing their workload.
- Collected and organized using proficiency with Microsoft Office, including Word, Excel, and PowerPoint.

### COURSES & TRAININGS

#### DIGITAL SKILLS TRAINING

Virtualahan Inc, May 30 2022 - July 2022

- Lead Generation
- E-commerce
- Graphic Design
- Wordpress Foundation and Management
- Content Writing and Copywriting Course
- Email Marketing
- Video Editing
- Social Media Marketing

#### INTEGRATING ICT INTO TEACHING AND LEARNING

Cebu Normal University, March 2011

- Computer Literate, proficient in any Microsoft Office applications

### EDUCATION

- Bachelor of Elementary Education in Special Education  
Cebu Normal University, 2007- 2011