



THEARRA MASCHIL M. VILCHES

VIRTUAL ASSISTANT / SOCIAL MEDIA MANAGER

CONTACT

📞 09368045713

✉ maschilvilches@gmail.com

📍 Dingkaling, Kiamba
Sarangani Province

EDUCATION

2020–2026

NOTRE DAME OF DADIANGAS UNIVERSITY

- BACHELORS OF SPECIAL NEEDS
EDUCATION MAJOR IN
ELEMENTARY SCHOOL TEACHING

2019–2021

**JAMES L. CHIONGBIAN NATIONAL
TRADE SCHOOL**

- With Honors
- Science Technology
Engineering and Mathematics

2016–2019

**KIAMBA NATIONAL HIGH SCHOOL
(SPECIAL PROGRAM IN
JOURNALISM)**

- With Honors

2009–2015

CABADING ELEMENTARY SCHOOL

- 4th Honor

SKILLS

- GRAPHIC DESIGNING
- VIDEO EDITING
- PROBLEM SOLVING SKILLS
- TEAMWORK
- TIME MANAGEMENT

CERTIFICATION

- ESL Training Certificate
January 2025
- TEFL Certificate
January 2025
- Certificate In Ministerial Studies
July 24, 2021
- Preacher of the Year
July 2021
- Philippine Red Cross PABASA Outreach
Program
August 2023

OBJECTIVE

I am seeking a challenging and rewarding position within a high-performing team that values both creativity and the achievement of tangible results. I am eager to contribute my skills and experience to a dynamic and collaborative work environment where innovation is encouraged and impactful contributions are recognized. My goal is to leverage my abilities to make a significant and positive contribution to the overall success of the organization.

WORK EXPERIENCE

■ SOCIAL MEDIA COMMITTEE

2024 – 2025

GRAPHIC DESIGNING AND VIDEO EDITING

- Responsible for posting and making caption.
- Create Pubmats for events, holidays and accomplishment of the college.
- Create also engaging posts and videos to know more about what is happening in our college.

■ CLC Septic Tank and Allied Services (SECRETARY)

2024 – 2025

- Assisting customers by addressing their needs and inquiries with clear and effective communication, ensuring they receive helpful information and support. –
- Processing customer transactions by issuing checks and receipts accurately while ensuring clear communication and excellent service.

■ BPO Associate

2023–2025

Social Media Manager and Creatives

- I manage the social media accounts of my clients.
- I handle engagement by commenting and reaching out to people relevant to my clients' industry or niche.
- I create captions, edit videos for YouTube and reels, and design thumbnails for various social media platforms.
- I'm open to feedback and eager to implement suggestions and corrections from clients.
- I also take care of posting across all social media platforms including Facebook, TikTok, YouTube, LinkedIn, and Instagram.

■ Yulonda Joi Beauty Social Media Manager

2025

- I manage the social media accounts of my clients.
- I handle engagement by commenting and reaching out to people relevant to my clients' industry or niche.
- I create captions, edit videos for YouTube and reels, and design thumbnails for various social media platforms.
- I'm open to feedback and eager to implement suggestions and corrections from clients.
- I also take care of posting across all social media

■ The Johnstons Group (NPTA)

2022–2026

Social Media Manager Assistant

- Designed and edited engaging digital graphics for social media, marketing campaigns, and promotional materials while maintaining brand consistency.
- Collaborated with the marketing team to create visually compelling content aligned with campaign objectives and audience engagement goals.
- Managed multiple design projects, incorporated stakeholder feedback, and delivered high-quality creative assets within deadlines.

TOOLS PROFENCY

- Canva
- Adobe Photoshop
- Adobe Audition
- Adobe Illustrator
- Adobe Premiere
- Capcut
- Notion
- Slack
- zoho