



MARK JUSTINE ARIZALA

Virtual Assistant

Contact

arizalamarkjustine23@gmail.com

09156723289

56D Ilang-ilang St.
Karuhatan, Valenzuela City

Education

Senior High School

St. Therese of the Child Jesus Kidz Academy

ABM Strand
2019 - 2021

College

Bestlink College of the Philippines

Bachelor of Science in Hospitality

Management
Research Study Leader
AJAM Member
2021 - Present

Skill

- Adaptability
- Computer Proficiency
- Fast - Learner
- Great Listener
- Patience
- Problem solving
- Team leadership
- Time management

Achievements

- CAT graduate 2nd LT.
- Senior High School with Special Awards & with Honor
- College with Special Awards

Portfolio

bit.ly/MJARizalaPortfolio

bit.ly/VirtualMJSite

Profile

As an enthusiastic and motivated individual, I have a solid foundation of knowledge. I studied every niche so that I could keep up with others and compete professionally. It gave me the knowledge I needed about the latest industry tools and techniques, allowing me to quickly adapt and contribute effectively. I am eager to apply my knowledge, passion, and problem-solving abilities to real-world projects, and I am dedicated to lifelong learning and professional development. My goal is to leverage my newly acquired skills to make a meaningful impact and build a successful career.

Work Experience

- Caterer – Pomona Catering 2023
- Social Media Manager – TikTok 2024
- Vice President – Duplex Area under SK Youth Organization 2024

Certificates

Seminars

- Digitalized Hospitality: Rebuilding the Hospitality Industry with the inclusions of E-Commerce.
- Milestone in Hospitality Future: Immerging Technology and Augmented Reality.
- SOLAS Fundamentals of Safety Training.
- A Yes for tomorrow: Empowering the Hospitality and Tourism Curriculum through Research Awareness.

Career Course

- General Virtual Assistant Course
- Amazon Online Arbitrage Course
- Copywriting Course
- Facebook Ads Course
- Graphic Design Course
- Social Media Management Course
- Wordpress Creation Course

Skills That Can Help For The Fields Of Work

- Adobe Photoshop
- Canva
- Filmora
- Microsoft Office