

JOHN GREGORY B. AVELINO

VIRTUAL ASSISTANT • GRAPHIC DESIGNER • SHOPIFY DEVELOPER
ADMIN SUPPORT • DIGITAL MARKETING

CONTACT

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SKILLS

TECHNICAL SKILLS

- Canva
- Figma
- Shopify
- Video Editing
- WordPress
- Google Workspace
- Wix
- CRM Platforms
- MS Office
- more

SOFT SKILLS

- Attention to Detail
- Adaptability
- Multi-tasking
- Time Management
- Communication
- Problem Solving
- Efficient Learner

INTERESTS

- Music & Singing
- Traveling
- Photography
- Art & Design
- Beach & Nature
- Films

PROFESSIONAL SUMMARY

Results-driven Virtual Assistant with experience in graphic design, website development and maintenance, customer support, booking management, payroll processing, graphic design, and social media engagement. Skilled in Shopify, WordPress, and various CRM and AI tools. Proven ability to streamline operations, automate workflows, and deliver exceptional support in fast-paced, remote work environments.

WORK EXPERIENCE

Virtual Assistant
Prime Hub Solutions

- Manage and maintain Shopify and WordPress websites, ensuring optimal performance, content accuracy, and timely updates.
- Provide excellent customer support via email, chat, and other channels, requiring inquiries and entering high client satisfaction.
- Handbook training manual, including reservations, rescheduling.
- cancellations, and client coordination
- Process payroll for in-house employees accurately and on time.
- Create engaging graphic designs for websites, social media, and marketing materials using Canva and other design tools.
- Manage social media engagement and content scheduling.
- Develop AI chatbot solutions using Jotform and implement automation workflows to improve efficiency.
- Utilize various CRM, business, and AI platforms to streamline operations, enhance communication, and improve overall customer experience.

LiDAR Mapping Specialist (Remote – WFH)
Remotask | ScaleAI

- Collected, processed, and analyzed LiDar (Light Detection and Ranging) data to create accurate 3D maps and models of terrains and infrastructures.
- Performed quality checks to ensure data accuracy and consistency for AI model training.

AI Data Annotator (Remote – WFH)
Remotask | ScaleAI

- Performed detailed labeling and tagging of data (images, texts, audio, or video) to train AI and machine learning models.
- Ensured high accuracy and quality of annotated data following project guidelines.

EDUCATION

Asian Development Foundation College
Bachelor of Science in Information Technology

Eastern Visayas State University (Main)
Bachelor of Science in Industrial Technology
major in Graphic Arts

Asian Development Foundation College
Senior High School – STEM

St. Joseph High School of Dagami, Inc.
Junior High School

Dagami North Central School
Elementary