

LLOYD CALAMBA

VIRTUAL ASSISTANT



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📍 Carmen, Bohol, Philippines
🌐 lcsiteworks.com

SKILLS

- Web Design
- MS Office
- Spreadsheet
- Photoshop
- Canva
- Mailchimp
- Project Management Tools
- Strong Communication

EDUCATION

SECONDARY SCHOOL

Katipunan National High School
2021 - 2022

BS INFORMATION SYSTEM

Carmen Municipal College
Present

PROFILE

I am a qualified and professional Virtual Assistant with experience in web development, database management, PowerPoint design, Excel organization, and email marketing using Mailchimp. I provide creative, analytical, and detail-oriented support for various client projects.

EXPERIENCE

GRAPHIC DESIGNER

Numercs Apparel
2023-2024

- T-shirt and jersey design
- Crafted bold, team-focused graphics for custom apparel
- Educational institutions and local sports teams

FREELANCER

Freelance
2022-2023

- PowerPoint, Excel, and syllabus maker.
- I design engaging PowerPoint slides.
- I create email campaigns in Mailchimp.

WORDPRESS WEB DEVELOPER

Freelance
Per project (2022-Present)

- Crafted Wordpress Websites
- Manages website hosting, domains, and updates
- Fixes site issues and ensures uptime

