



KATHERINE SCULLY G. BERNAL

VIRTUAL ASSISTANT - WRITER - SOCIAL
MEDIA MANAGER - GRAPHIC AND WEB
DESIGNER - VIDEO EDITOR - CUSTOMER
SUPPORT - ECOMMERCE VA

WORK EXPERIENCE

English Tutor

2018

Customer Service

2018-2019

Executive Assistant - SEO Specialist - Web Developer - Social Media Manager

2018- PRESENT

SEO Blog Writer

2020

Web Designer

2021

Intern - Jr. TAS Consultant - Headhunting

2023

PREVIOUS EDUCATION

Rizal Technological University

Bachelor of Science in Psychology

- Dean's Lister

- School Organization (Eco - warrior, Block Representative)

Don Jose High School

Academic Excellence Award

SKILLS

Microsoft Tools
Canva, Photoshop
Multi-tasking
Leadership
Willingness to learn
Fast-learner
Attention to detail
Writing skills
Adobe Tools
SEO Tools
Shopify and WordPress

PERSONAL BACKGROUND

I'm thrilled to introduce myself as a seasoned Virtual Assistant and proficient SEO Specialist with a passion for optimizing online presence. With 5 years in the industry, I've honed my skills to provide top-notch assistance and enhance digital visibility.

As a Virtual Assistant, I excel in tasks ranging from email management and calendar organization to data entry and research. My goal is to streamline your operations, giving you more time to focus on your core objectives.

In the realm of SEO, I have a knack for boosting website rankings and driving organic traffic. From keyword research and on-page optimization to crafting compelling meta tags, I'm dedicated to improving your website's discoverability and user engagement.

GET IN TOUCH WITH ME

Cell: 09073105764

Email: katherinebernal984@gmail.com

Website: HOME | My Site
(kathbernal191.wixsite.com)

Skype: live:.cid.f4162462df3fcfe0