



MARK JOSHUA TAGUBA

ADMINISTRATIVE SUPPORT SPECIALIST

PERSONAL PROFILE

With my passion and motivation to provide quality result. I am willing to be part of your company to help you grow your business and achieve its primary goals and vision. Eventually enabling me to also develop and grow my skills professionally as a freelancer.

CORE SKILLS

- Administrative Support
- Personal Task
- Transcription
- Data Entry
- Content Creation
- Managing Finances
- Forms and Files Management
- Email and Project Management
- Customer Service

TRAININGS

- Virtual Assistance
- Basic Email Marketing
- Social Media Management and Marketing
- Online Writing and Marketing
- Simple Website Creation, Optimization and Management
- Search Engine Optimization
- Lead generation
- Basic Facebook Ads
- Youtube Optimization

EDUCATION BACKGROUND

First City Providential College

Bachelor of Science in Information Technology

- Member -Philippine Society of Information Technology Educators (PSITE)
- Vice President -
Student Assembly on Information Technology Education (SAITE)

CONTACT INFO

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