

BERNADETTE



NODERAMA

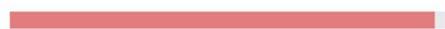
TALENTED VIRTUAL ASSISTANT

Profile

A dedicated and conscientious self-starter professional with 4+ years experience in online jobs. Specializes in project management, website and software technical support. Flexible and analytical with a keen eye of details.

Skills

Project Management



Prolem Analysis



Web Design with SEO



Web Troubleshooting



Photoshop, Illustrator



Contact

bern.2013

facebook.com/
bernadette.u.noderama

linkedin.com/in/
bernadette-noderama-4897b0121

Employment

- 2015 - 2017 **Admin Virtual Assistant | Philippines**
Bernadette Virtual Assistant Services
Specializes in project management, finance, web design and troubleshooting.
- 2015 - 2016 **Admin Virtual Assistant | New Zealand**
Henare & Kate O'Brien Ltd.
Administrative tasks focused on finance and technical support.
- 2014 - 2015 **Executive Assistant / Web Designer | Australia**
Australian Visa Consultants
Filling visa requirements and design responsive website powered by Joomla with SEO white hat techniques.
- 2013 - 2014 **Admin Virtual Assistant | New York**
Ellen Suazo - Life Coach
Administrative tasks focused on blogging, email marketing and social media management.

Education

- 2016 - current **Diploma in Modern Project Management Theory & Practice | Alison Online**
Alison - A New World of Free Certified Learning
- 2015 - 2015 **Diploma in Business Mngt & Entrepreneurship | Alison Online**
Alison - A New World of Free Certified Learning
- 2006 - 2012 **Bachelor Science in Information Technology | Cagayan de Oro**
Liceo de Cagayan University

Holds leadership position as secretary in Department IT Wizard and treasurer in Student Body Organization.