



MABEL SANTONIA

SOCIAL MEDIA MANAGER | VIRTUAL ASSISTANT
CANVA DESIGNER | PHOTO EDITOR

Detail-oriented and creative professional with 5+ years of entrepreneurial experience, online teaching, and remote work. Skilled in social media management, content creation, graphic design, photo editing, and administrative support. I help businesses build their online presence, streamline operations, and achieve goals through efficient and result-driven virtual assistance.

CONTACT

- santoniamabel@gmail.com
- +63 951 692 4438
- Guimbal, Iloilo, Philippines
- Available: Full-time / Part-time

CONNECT

- LinkedIn**
<https://www.linkedin.com/in/mabel-santonia>
- Fiverr**
<https://www.fiverr.com/sellers/mabzmabel/edit>
- Portfolio / Website**
<https://canva.link/s/bcqzqzgmrb6w7a>

CORE SKILLS

- Social Media Management ●●●●○
- Content Creation (Canva) ●●●●○
- Copywriting & Caption Writing ●●●●○
- Graphic Design ●●●●○
- Photo Editing (Photoshop) ●●●●○
- Video Editing (CapCut) ●●●●○
- Data Entry & Online Research ●●●●○
- Email Management ●●●●○
- Project Management ●●●●○
- Customer Support ●●●●○

TOOLS & SOFTWARE

- Canva
- Photoshop
- CapCut
- Google Workspace
- Microsoft Office
- Excel
- Google Sheets
- Trello

KEY ACHIEVEMENTS

- Completed a 300+ image photo editing project within 2 days with high quality and accuracy.
- 5+ years managing a printing and graphic design business.
- Experienced in Canva, Photoshop, CapCut, and social media content creation.
- Consistently delivers quality work with attention to detail and on-time delivery.

PROFESSIONAL EXPERIENCE

PHOTO EDITING SPECIALIST (FREELANCE PROJECT)

JULY 16-17, 2026

Remote (Returning Client via Gmail)

- Edited approximately 100 images using Adobe Photoshop.
- Performed background removal, color correction, cropping, and enhancements.
- Completed the entire project within 2 days with high accuracy and quality.
- Delivered all images on time and met client expectations.
- Project Value: Approx. PHP 6,000**

E-COMMERCE VIRTUAL ASSISTANT (UPWORK)

FEB 2025 – MAR 2025

- Managed product listings using Vendoo.
- Cross-listed items to Poshmark and Mercari.
- Organized inventory and maintained accurate product information.
- Ensured high-quality listings to increase visibility and sales.

IMAGE EDITING & CATALOG SUPPORT (UPWORK)

JULY 2024

- Edited product photos and optimized images for online use.
- Performed background removal, retouching, and color adjustments using Adobe Photoshop.
- Organized and renamed image files for easy access and consistency.
- Followed client guidelines and met deadlines.

OWNER / GRAPHIC DESIGNER – MABZMABEL PRINTING SHOP

2020 – 2025

- Designed tarpaulins, flyers, invitations, business cards, signage, and social media graphics.
- Managed customer orders, print production, and business operations.
- Created print-ready and digital designs for various events and businesses.
- Built strong relationships with clients and maintained customer satisfaction.

ONLINE ENGLISH TUTOR (REMOTE)

2021 – 2024

- Taught English to young learners and adults in one-on-one online classes.
- Created lesson materials and interactive activities tailored to student needs.
- Monitored student progress and provided constructive feedback.
- Built positive relationships and maintained high satisfaction ratings.

ENUMERATOR – PHILIPPINE STATISTICS AUTHORITY (PSA)

JULY – SEPT 2024

- Conducted household interviews and collected accurate data for CBMS.
- Verified and encoded data using digital tools and forms.
- Ensured confidentiality, accuracy, and timely submission of reports.

EDUCATION

SENIOR HIGH SCHOOL – GENERAL ACADEMIC STRAND

2023 – 2024

Casiguran Technical Vocational School
Casiguran, Sorsogon City

HIGH SCHOOL GRADUATE (Old Curriculum)

1994 – 1995

Casiguran, Sorsogon

FEATURED PROJECTS



SOCIAL MEDIA CONTENT CALENDAR (SAMPLE)

Created content calendars for Facebook & Instagram including captions, hashtags, and posting schedule.



CANVA GRAPHIC DESIGNS (SAMPLE)

Designed social media posts, promotional materials, and branding templates using Canva.



PHOTO EDITING (SAMPLE WORK)

Edited product and lifestyle photos: background removal, color correction, retouching, and cropping.



VIRTUAL ASSISTANT TASKS (SAMPLE)

Data entry, email management, file organization, and online research projects.