



MABEL G. SANTONIA

PROFESSIONAL SUMMARY

Experienced Administrative Support professional and Freelance Virtual Assistant with strong background in records management, e-commerce listing, image editing, online tutoring, and office administration. Skilled in handling multiple responsibilities including documentation, data entry, inventory, bookkeeping support, and client communication. Reliable, detail-oriented, and able to work independently in both office and remote environments.

PROFESSIONAL EXPERIENCE

TEACHER AIDE CUM LIBRARIAN / ADMINISTRATIVE SUPPORT STAFF 2012-2017

Casiguran Learning Center (Non-Profit Computer School)

- Assisted students and learners in basic computer skills
- Managed library resources and student records
- Prepared reports, documents, and correspondence
- Maintained attendance and administrative files
- Handled school expense records and submitted reports via email
- Assisted in inventory of computers and school equipment
- Coordinated daily operations and supported instructors
- Organized school events, training, and graduation ceremonies

Owner & Graphic Design Operator

Self-Employed – Photoshop Printing Business
2020 – 2025

- Designed print materials using Adobe Photoshop
- Managed client orders (tarpaulin, invitations, etc.)
- Handled customer communication and production workflow
- Ensured quality control of printed outputs

Enumerator (Contract of Service)

Philippine Statistics Authority – POPCEN & CBMS
July 2024 – September 2024

- Conducted household surveys and data collection
- Ensured accuracy and completeness of responses
- Followed strict data gathering protocols
- Submitted verified reports on time

FREELANCE EXPERIENCE

Image Editing & Catalog Support

Upwork | Client 3 (Remote)

July 2024

- Edited and enhanced product images for catalogs and listings
- Organized image files and ensured proper formatting
- Maintained visual consistency based on client requirements

CONTACT

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📍 Brgy.Sipitan-Badiang,Guimbal,
Iloilo City

EDUCATION

Technical Vocational Training –
Servicing Computer System NC II
Saint Louise de Marillac College of
Sorsogon, Inc.
2025 | 40-day training program

Senior High School Graduate
Casiguran Technical Vocational School
2023 – 2024

High School Graduate (Old
Curriculum)
Casiguran Vocational High School
1994 – 1995

Elementary Graduate
Casiguran Elementary School
1990 – 1991

STRENGTHS

- Multi-skilled and adaptable
- Strong attention to detail
- Able to work independently
- Fast learner and reliable
- Experienced in both office and remote work

E-Commerce Listing Specialist

Upwork | Client 2 (Remote)

February 2025 – March 2025

- Created and uploaded product listings on e-commerce platforms
- Wrote product titles, descriptions, and details
- Managed product categorization, pricing, and updates
- Edited product images for listing requirements

Photo Organizer & Image Editor

Upwork | Client 1 (Remote)

February 2025 – March 2025

- Organized and managed large digital photo files
- Performed basic image editing and enhancement
- Maintained proper file structure and naming system
- Delivered organized outputs on time

Online English Tutor

Remote | Direct Clients (China)

2023 – 2025

- Conducted online English lessons for Chinese students
- Improved speaking, reading, and communication skills
- Prepared lesson materials based on student needs
- Maintained schedules and student progress

KEY SKILLS

- Administrative Support
- Data Entry & Documentation
- Records & File Management
- E-Commerce Product Listing
- Image Editing (Photoshop Basic)
- Online Teaching / Tutoring
- Inventory Management
- Basic Bookkeeping
- Customer Service & Communication
- Microsoft Word & Excel
- Time Management & Organization

REFERENCES

HON. CHRISTINE GARIN
VICE MAYOR
MUNICIPALITY OF GUIMBAL
GUIMBAL, ILOILO CITY

HON. AGUSTINE G. NEPUNCIO
PUNONG BARANGAY
BRGY.SIPITAN-BADIANG GUIMBAL, ILOILO CITY

Mabel Grefalda Santonia
APPLICANT