

PROFESSIONAL FREELANCER RESUME

Digital Services Specialist

Data Entry | Digital Marketing | Virtual Assistance | Canva Design

PROFESSIONAL SUMMARY

Professional Digital Services Specialist focused on accurate, reliable, and high-quality digital support. Experienced in Data Entry, PDF to Word Conversion, Copy Paste, Virtual Assistance, Canva Design, Digital Marketing, Social Media Services, and YouTube SEO. Committed to clear communication, on-time delivery, and client satisfaction.

CORE SKILLS

- Data Entry & Web Research
- Copy Paste & Data Formatting
- PDF to Word / Document Conversion
- Virtual Assistance
- Canva Graphic Design
- Digital Marketing
- Social Media Marketing
- YouTube SEO & Keyword Research
- Microsoft Word, Excel & Google Workspace
- File Management & Online Research

SERVICES

Data Entry • Copy Paste • PDF to Word • Virtual Assistant • Canva Design • Digital Marketing • Social Media Marketing • YouTube SEO • Document Formatting

WORK APPROACH

- Understand client requirements clearly
- Maintain accuracy and attention to detail
- Deliver projects within the agreed deadline
- Communicate professionally throughout the project
- Prioritize quality and client satisfaction

PROFESSIONAL STRENGTHS

Hardworking, detail-oriented, dependable, quick to learn, organized, and committed to providing professional digital solutions.

CAREER OBJECTIVE

To build long-term professional relationships with clients by providing dependable digital services that help businesses save time, improve productivity, and grow online.

AVAILABILITY

Available for freelance and remote digital service projects.