

# LESINDA PESERLA TUBALADO

**City Address:**

Bonifacio St., S.I.R. Phase 2,  
Matina,  
Davao City 8000  
Philippines

**Provincial Address:**

Tres de Mayo,  
Digos City 8002  
Philippines

**CONTACT INFORMATION:**

Cellular Phone Number : (063) 948-506-5731  
E-Mail Address : lesinda.tubalado@gmail.com  
Skype ID : lhizyp

**PERSONAL INFORMATION**

Nickname : Liz  
Gender : Female  
Birthday : November 3  
Nationality : Filipino

**TEST TAKEN:**

Typing Test : <http://prnt.sc/box8p1>  
IQ Test : <http://prnt.sc/box8wo>  
English Proficiency Test : <http://prnt.sc/box94o>  
DISC Personality Test : <http://lesinda.com/DISC.pdf>

**ADVANCED SKILLS EARNED:**

Successfully completed the **Skills Development and Enhancement Program (SDEP)** referred as the *Integrated Comprehensive Virtual Assistant Training and Coaching Program*, **ADVANCED LEVEL TRAINING PROGRAM (ALTP)** and **CONTINUING PROFESSIONAL EDUCATION PROGRAM (CPEP)** of the KOM Academy, the Academic Division of the Knights of Online Marketers (KOM).

**Certificate of Training Completion:** <http://prnt.sc/boxlqg>

## **Certificate of Training Completion for Each Course:**

**Course 1:** Certificate URL: <http://prnt.sc/boxlnw>

Administrative: Overview and Application of Different Google Products for Personal, Business, and Work Related Projects

**Course 2:** Certificate URL: <http://prnt.sc/boxlzi>

Creative: Creating Special Report eBook and Basic Photo Designing

**Course 3:** Certificate URL: <http://prnt.sc/boxmqu>

Social Media Process, Documentation, and Automation: An Introduction to Social Media Management, Marketing, and Advertising for Innovative Social Businesses

**Course 4:** Certificate URL: <http://prnt.sc/boxn2m>

Technical: Introduction and Application of Basic HTML Coding as Essential Training for Beginners

**Course 5:** Certificate URL: <http://prnt.sc/boxnio>

Introduction to Blogging: Different Tools in Content Writing, Content Management, and Content Promotion

**Course 6:** Certificate URL: <http://prnt.sc/boxnr6>

Basic Off-Page SEO: An Introduction and Overview of Different SEO Campaigns

**Course 7:** Certificate URL: <http://prnt.sc/boxob7>

Email Marketing: Creating Web Opt-in Forms, Working with Your Mailing List, and Running the Campaign with Effective Transmission Tips

**Course 8:** Certificate URL: <http://prnt.sc/boxohy>

Video Marketing Like Pro: Digital Production of Videos for Personal and Promotional Campaigns

**Course 9:** Certificate URL: <http://prnt.sc/boxoo1>

Effective Online Publishing Through Amazon Kindle Direct Publishing and Profitable T-Shirt Marketing

**Course 10:** Certificate URL: <http://prnt.sc/boxouv>

Building Your Online Reputation: Creating Effective Curriculum Vitae and Online Portfolio for Job Application

## **Certificate of Completion for ADVANCED LEVEL TRAINING PROGRAM**

Certificate URL : <http://prnt.sc/boxr8a>

Real Estate Training for Virtual Assistants (16 hours)

## **Certificate of Completion for CONTINUING PROFESSIONAL EDUCATION PROGRAM**

Certificate URL : <http://prnt.sc/boxsc5>

Web Presence Optimization Training (8 hours)

Certificate URL : <http://prnt.sc/boxt5f>

Photoshop Course for Beginners (8 hours)

## **OTHER ADVANCED TRAINING**

Web Designing at <http://webinternshipprogram.com>

## **EDUCATIONAL BACKGROUND:**

### **Master's Degree:**

School : Ateneo de Davao University  
Address : Jacinto St., Davao City 8000 Philippines  
Course : Master in Information Technology (MIT)  
Coverage : June 2008 to March 2010

### **Bachelor's Degree**

School : University of Mindanao  
Address : Bolton St., Davao City  
Course : Bachelor of Science in Secondary Education – English  
Coverage : June 2003 to March 2007

School : Polytechnic College of Davao del Sur  
Address : Mc Arthur Highway, Digos City  
Course : Bachelor of Science in Computer Science  
Coverage : June 1995 to March 1999

## **WEBSITES MANAGED:**

I am the operator of the new viral websites : <http://www.cloudnewsfeed.com/> and <http://www.viralmisery.com/>.

## **PERSONAL WEBSITE**

<http://lesinda.com/>

## **SAMPLE PORTFOLIO**

<http://lesinda.com/portfolio-2/>

<http://cloudnewsfeed.com>

<http://www.viralmisery.com/>

## **ADMINISTRATIVE SERVICES:**

### **QUICKDESK VIRTUAL SOLUTIONS**

**VA Coach/Founder**

June 18, 2017 – Present

**Ateneo de Davao University**  
Jacinto St., Davao City 8000 Philippines  
**IT Instructor**  
**Computer Studies Division**  
June 2015 up to March 2017

**STI Education Services Group, Inc.-Davao**  
Acacia , Davao City 8000 Philippines  
**School Registrar**  
January 27, 2014 up to March 16, 2016

**STI Education Services Group, Inc.-Davao**  
Acacia , Davao City 8000 Philippines  
**Network Administrator**  
October 2009 – August 2011

**STI Education Services Group, Inc.-Davao**  
Acacia , Davao City 8000 Philippines  
**IT Instructor**  
June 2007 – October 2010

**Ateneo de Davao University**  
Jacinto St., Davao City  
**Computer Laboratory Facilitator**  
June 1999 – June 2007

## **ONLINE JOB EXPERIENCE**

**RockYourRetirement**  
**Virtual Assistant/Web Designer**  
Aug. 2016 - March 2017

**I AM International, Inc.**  
**PART-TIME Virtual Assistant/Web Designer**  
Feb. 2017 – Present

**Philippine Virtual Assistant Network**  
**Professional Web Designer for a Responsive Website**  
Jun 2016 - Aug 2016

**Philippine Virtual Assistant Network**  
**Restaurant Web Design Project**  
Sept. 2016 – Oct. 2016

**www.buzz-engine.co.uk**  
**Part Time – Data Entry**  
Sept. 2015 up to June 2016

**Google Metaweb****Web Content Analyst**

February 2011 – December 2013

**Ryan Kern of International Market Brands, Inc.****Administrative Assistant**

July 2013 – March 2015

**Newton Marketing****Virtual Assistant**

August 2010 – November 2010

**Niel Vince of World-Text.com****Data Entry/Backlinking**

July 2010 – July 2012

**Consulting Angels Inc.****Data Entry**

August 2009 – November 2009

**EXAMINATION TAKEN:****Licensure Examination for Teachers (LET)**

Date of Exam : September 28, 2008  
Venue : Davao City, Philippines  
Remarks : **PASSED**  
License No. : 1009886

**PERSONAL REFERENCES:****JAY PASANA**

Virtual Assistant Project Manager & Online Business Strategist

**Remote Virtual Assistant Agency**

Contact Number : +1 347 445 8346  
Email Address : [jay@remote-agency.com](mailto:jay@remote-agency.com)

**DR. JASPER D. CURTIS**

Executive Director/Founder

**The I AM Project- I AM International, Inc.**

Contact Number : 770.885.2009  
Email Address : [drcurtisdjasper@gmail.com](mailto:drcurtisdjasper@gmail.com)

**ANGIE STREHLOW**

Producer

**Rock Your Retirement**

<http://rockyourretirement.com>

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