

Jane Ryza Lopez

Graphic Designer/Virtual Assistant

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📍 140 Orchids Street, Margot

📅 12/17/2004

👤 Single

ABOUT ME

- Diligent and resourceful aspiring **Virtual Assistant, Growth Support Assistant, and Customer Support Professional** with experience in communication, lead generation, graphic design, digital content creation, and administrative support. **Skilled in Canva, Figma, Adobe Creative Tools, Google Workspace, Mailchimp, Microsoft Outlook, customer support, layout design, social media assistance, and administrative coordination.** Experienced in working within fast-paced environments while managing creative, organizational, and communication-related tasks efficiently. Recognized for **strong adaptability, multitasking abilities, attention to detail, and being a fast learner.** Committed to providing reliable virtual assistance, professional support, and high-quality creative solutions to contribute to team and business growth.

SKILLS

- Graphic Design
- Layout Design
- Canva
- Figma
- Meta Business Suite
- Adobe Creative Tools
- Google Workspace / Google Suite
- Mailchimp
- Microsoft Outlook
- Administrative & Customer Support
- File Management
- Social Media Management / Assistance
- Fast Learner
- Time Management
- Communication Skills
- Creativity
- Adaptability
- Team Collaboration
- Attention to Detail
- Organization & Multitasking

WORK EXPERIENCE

• **Lead Generation Assistant / Growth Support Assistant**

Clearscope Technology Solutions

April 2026 - May 2026

Responsibilities:

- **Assisted in lead generation** and growth support tasks.
- **Conducted online research** and organized prospect information.
- **Supported communication** and outreach activities.
- **Assisted with administrative** and organizational tasks.
- **Managed email communication** using Mailchimp and Microsoft Outlook.
- **Collaborated with team members** to support business growth initiatives.

• **Layout Artist & Photojournalist**

The Phoenix - Official School Publication

August 2024 - May 2026

Responsibilities:

- **Designed** publication layouts and visual materials.
- **Edited graphics** and publication content using design tools.
- **Covered school events** through photography and journalism.
- **Collaborated** with publication staff to meet deadlines.
- **Assisted in organizing** publication materials and creative assets.

- **ESL Language Assessor**

GNGN Eikawa Phils – SM City Clark Tech Hub 9

June 2025 – January 2026

Responsibilities:

- **Assessed English language proficiency** of students and clients.
 - **Assisted in communication support** and evaluation processes.
 - **Maintained accurate assessment** records and reports.
 - **Provided professional customer interaction** and support.
 - **Worked efficiently** in a fast-paced environment.
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EDUCATION

- **City College of Angeles**

Bachelor of Science in Computer Science – 3rd Year Undergraduate

August 2023 – May 2026

- **Systems Plus College Foundation**

Science, Technology, Engineering, and Mathematics – With Honors

August 2021 – June 2023

CHARACTER REFERENCES

- **Clearscope Technology Solutions**

Angelica David - Project Coordinator

adavid@clearscopetech.com

ADDITIONAL INFORMATION

- Interested in Virtual Assistant, Administrative Support, and Creative Design roles.
- Experienced in handling creative and organizational tasks.
- Willing to learn new systems and software quickly.