



Contact

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📍 Davao City, Philippines, 8000

🌐 <https://ajg-portfolio.netlify.app>

Education

Bachelor of Science in
Information Technology

**AMA Computer Learning
Center**
2020 - 2023

Skills

- HTML & basic web development
- Canva & Photoshop for graphics and thumbnails
- Video editing (YouTube/short-form content)
- Social media management (Instagram, Discord, YouTube)
- Problem-solving & troubleshooting
- Adaptability & quick learning
- Organization, communication & problem-solving

Soft Skills

- Customer service & community engagement.
- CRM management & lead generation

Alvin John Guzman

Graphic Design
Video Editor
Web Designer
Virtual Assistant

About Me

An skilled Virtual Assistant and IT student with experience in content management, social media, video editing, and online research. I'm highly organized, reliable, and tech-savvy, with a proven ability to handle multiple tasks efficiently. I enjoy helping creators grow their audience and streamline their workflow while delivering high-quality results consistently.

Work Experience

January 2020 - 2022

Remote - Content Manager

Freelance Virtual Assistant

- Assisted in content planning and scheduling for YouTube gaming channels.
- Designed thumbnails using Canva and coordinated video publishing.
- Managed online communities (Discord), promoting engagement.
- Performed basic customer service and community moderation.
- Gained practical experience in remote communication and task management.
- Strong attention to detail, proactive, and highly organized.
- Reliable work-from-home setup and internet connection.

Language

English

Filipino