

OLIVIA ALAINNE OLIVA

Graphic Designer/ Bookkeper

I am currently looking for a job to support my family. I am able to handle multiple tasks on a daily basis. Having an extensive knowledge in Social Media Marketing, I am confident that I can do well in terms of working individually or by group. I use a creative approach to solve different circumstances. I am a person who is great at time management.

EXPERTISE

Management Skills

Accounting

Bookkeeping

Content Creation

Graphic Designing

EDUCATION

| 2007 - 2013 | North City Central School |
|-------------|---------------------------|
| | Elementary |

2013 - 2017 Zamboanga del Norte NHS

Secondary

Saint Vincent's College Inc. 2017 - 2019

Senior Highschool

Saint Vincent's College Inc. 2019 - 2022

College

LANGUAGE

English

Tagalog

CERTIFICATE

NCIII Bookkeeping

TESDA (2018)

WORK EXPERIENCE

2019 - Present Bookkeeper AironRafael Store

2021 - 2022 Graphic Designer/Content Creator

Freelance

2021 - 2022 Office Aide

Provincial Governor's Office ZN

CONTACT



+639709858261



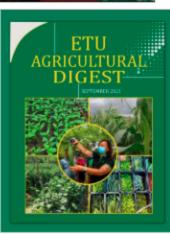
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SAMPLE PROJECTS











We couldn't go running unmasked



ZAMBOANGA DEL NORTE Ranked 31st on 2021 Ranking of Provinces





