





# SHAHANIE CALIPAYAN

## Profile

I am deeply passionate when it comes to working and my enthusiasm translates into my work ethic and dedication to achieving results. And also I am a self motivated, dedicated, focused person. I'm excited about the opportunity to contribute my passion, my knowledge to your company. I bring a combination of skills, experiences, and values that I believe make me an excellent fit for the role that you need. I'm genuinely excited about the possibility of contributing to your company's success and I'm eager to explore how my skills and experiences can align with your needs.

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 Pantok Binangonan, Rizal

## Education

### Vicente Madrigal Integrated School

Senior High School-  
Accountancy, Business and  
Management

2017-2019

### University of Rizal System- Binangonan Campus

Bachelor of Science in Business  
Administration Major in Marketing  
Management

2019-2023

### New Generation Academy

Design Book Cover, Created Email  
Design Graphics and designed  
social media post and carousel  
using Adobe Photoshop, Figma  
and Canva.

2024

## Work Experience

### Masterpiece Creatives (2022-2023)

- Design Book Cover
- Created Email Design Graphics
- Designed Social Media
- Carousel
- Flyer/Poster
- Brochures
- Reel Covers

### H.C.C- US Based (2020-2021)

- Book keeping
- Data entry
- Admin Task
- Basic Canva Editing

### Carbon Digital Inc. (2018-2019)

- Virtual Internship
- Accounts Executive Intern
- Finished 300 hrs. of on the job training/ internship.
- Doing minutes of the meeting
- Collating of contents (Content Plan)
- Attending meetings with the clients

## Expertise

- Design Book Cover
- Email Design Graphics
- Social media post
- Carousel
- Flyer/Poster
- Brochure
- Reel Covers
- Photo Editing
- Book Keeping
- QuickBooks Online
- Adobe Photoshop
- Figma
- Canva
- Lightroom