



EVELYN LAYOS

GRAPHICS DESIGNER

About ME

I am outgoing, dedicated and open-minded. I make easily contact and adjust to people. I am creative and multitasking Graphic designer with extensive experience in multimedia, marketing and print design.

Developed written and verbal communication abilities. Talented at building and maintaining partnership. Accustomed to performing in deadline-driven environments with in emphasis on working with in budget requirements. Exceptional collaborative and interpersonal skills; . Currently trained in virtual assistant freelancer and Presently working as a franchising consultant., Now I am looking for a new career opportunity.

SKILLS

specialized in Graphic design:

- *Creativity using canva
- *Desktop publishing tools
- *Graphic design software
- *Flexibility and attention to detail.

Creative experience:

- *PRINT- Logos & Business Card
- *PHOTOGRAPHY- Black & White Photography, Retouching
- *WEB & Multimedia - Website Design, Video Editing, and Social Media

CONTACT ME AT:

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SIBUGAY, PHILIPPINES

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OFFICE HOURS: MONDAY-FRIDAY, 9AM-5PM

Work EXPERIENCE

2016 -SELF EMPLOYED, MANAGING IN MY OWN ONLINE BUSSINESS

- Creating graphic art template
- I do handle some inquiries through online, and do managing by my self to answer of customer services.
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2019- 2021- FRANCHISING CONSULTANT

- Meeting/calling with clients to discuss their interest and skills and determine what the best franchise can be for them.
- Helping to guide them through the process of finding and purchasing a franchise.
- Engage in social media community.
- Data entry
- answering inquiries

SCHOOLS ATTENDED

2020 - FILIPINO VIRTUAL ASSISTANCE FREELANCER TRANEE

- Created branding templates
- Create email signature
- Develop, implement and manage social media strategies
- Manage social media content
- Measure the success of every social media content using social media marketing tools

2015 - SOUTHWESTERN PHILIPPINES FOUNDATION COLLEGE COMPUTER SCIENCE(VOCATIONAL)

2006 - BULAWAN NATIONAL HIGH SCHOOL

TOP NATCHER IN CLASS

2002- BULAWAN ELEM.SCHOOL SUMMA CUM LAUDE