

# MARIDEL C. BARBOZA

## GOVERNMENT SECRETARIAL ADMINISTRATION

Dubai, United Arab Emirates | Call: +971 58 132 9383 | Email: maridelc2096@gmail.com

### PROFESSIONAL SUMMARY

Versatile and results-driven professional with three years of experience as a government secretary, excelling in administrative support, records management, and regulatory compliance. Skilled in customer service, virtual assistance, and digital design, with proficiency in Adobe Creative Suite for creating impactful marketing materials. Experienced in remote administrative tasks, optimizing workflows, and enhancing business efficiency. Detail-oriented, proactive, and committed to excellence, with strong problem-solving and time management skills.

### SKILLS

Multitasking    Technical Proficiency    Interpersonal Skills    Time Management

Customer Service    Content Creation    Attention to Detail    Computer Literacy

### WORK EXPERIENCE

**Government Secretary**Barangay Mindoro, Vigan City, Ilocos Sur, PhilippinesAugust 27, 2022

- Provided administrative support to government officials, ensuring smooth daily operations.
- Drafted and processed official correspondence, reports, and documentation.
- Organized and maintained records, ensuring compliance with government regulations.

**General Virtual Assistant**The ikaikamethod Freelance, AustraliaOctober 2022 – April 2023

- Provided remote administrative support, including email management, calendar scheduling, and task coordination.
- Managed data entry, research, and document preparation for clients in various industries.
- Created and maintained databases, spreadsheets, and digital files to optimize workflow.

**Graphic Designer**Squeaky Wheel Branding & Marketing Freelance, United StatesJuly – October 2023

- Designed visual content for print and digital media, including logos, brochures, websites, and advertisements.
- Utilized Adobe Creative Suite (Illustrator, Photoshop, InDesign) and other design tools to produce high-quality materials.
- Created social media graphics, email templates, and promotional materials to enhance online presence.

**Digital Designer**Sommy Sarai, United StatesApril 2024

- Designed visually compelling digital assets for websites, email campaigns, and online advertisements.
- Optimized design for responsiveness across various devices and platforms.
- Contributed to website layout design and user experience improvements.

### ACHIEVEMENTS & CERTIFICATE

- **Katarungang Pambarangay Participant:** Actively contributed to community mediation and resolution of local disputes, helping promote peaceful and fair solutions.
- **Seminar on Local Legislation:** Earned a certificate of participation or completion, adding value to your professional credentials.

- **General Virtual Assistant Training:** Successfully completed General Virtual Assistant training, gaining proficiency in essential tools, administrative tasks, social media management, and marketing strategies, with certification to demonstrate professional readiness.
- **4th Place of Seal of Good Local Governance**

## EDUCATION

- STI College - Vigan City, Philippines

Hotel and Restaurant Services 2013 - 2015

- Ilocos Sur National High School - Vigan City, Philippines

Diploma 2008 - 2012

## References

BENJAMIN A. ABLOG

Barangay Captain

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