



# FRANZ

 [VIDEO INTERVIEW](#)

## WORK EXPERIENCE

### VIRTUAL ASSISTANT/OPERATIONS SUPPORT SPECIALIST

The Virtual Hub PH, Inc. | December 2021 - September 2025 (3 Years, 10 Months)

- Managed executive calendars, inboxes, and CRM systems; coordinated projects using PM tools, created social media content, and handled reporting, invoicing, and client communications to streamline workflows and improve team efficiency.

### COMPUTER-AIDED DESIGN ENGINEER

One's Philippine Epoch Corporation | September 2020 - February 2021 (6 Months)

- Created 2D/3D CAD designs and technical blueprints in AutoCAD/MPCAD-III, collaborating with engineers to ensure manufacturable, standard-compliant outputs and timely project completion.

### DRONE PILOT

DC Cruz Trading Corporation | July 2018 - January 2020 (1 Year, 7 Months)

- Operated agricultural drones for spraying and surveying, produced aerial imagery and land-use maps, and supported crop health monitoring for efficient farm management.

### GRAPHIC DESIGN ARTIST (INTERNSHIP)

RVN Technology Solutions, Inc. | October 2017 - April 2018 (7 Months)

- Designed marketing materials including posters, brochures, and digital assets using Adobe Photoshop and Illustrator to enhance brand visibility and client engagement.

### COMPUTER TECHNICIAN (INTERNSHIP)

IEC Computers | April 2017 - May 2017 (2 Months)

- Installed and repaired computer systems, configured networks, and conducted diagnostics and backups to ensure smooth IT operations

## SKILLS/AREAS OF EXPERTISE

- Administrative & Executive Support
- Project Coordination & Task Management
- Social Media Management & Content Creation
- Data Reporting & Research
- Customer Service (Email, Chat, Phone)
- Communication & Collaboration
- CRM Management (HubSpot)
- Bookkeeping & Expense Tracking (QuickBooks)
- Spreadsheet Management & Data Entry (Excel, Google Sheets)
- Technical Support & Troubleshooting

## TECHNOLOGY

- Excel / Google Sheets
- HubSpot
- Microsoft Office Suite
- QuickBooks
- Google Workspace
- Asana
- Trello
- Adobe Photoshop & Illustrator

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