



APRILYN GIMAY

My Contact

✉ april yngimay@gmail.com

Hard Skills

- Knowledge in Web-based software: Typeform, ClickFunnels, WordPress, Planoly, ScheduleOnce, Squarespace, Figma
- Video Hosting Software: Youtube, Vimeo, Wistia
- Knowledge in (Video Editor) Wondershare Filmora9, WeVideo, PremierePRO
- Knowledge (Graphic Design) Canva, Inkscape, GIMP, Adobe Photoshop, Krita, Adobe Illustration

Soft Skill

- Computer Literate
- Observation
- Decision making
- Communication
- Multi-tasking

Education Background

Bachelor of Science in Computer Science

Institution: STI College Davao

Year of Graduation: 2020

About Me

A dedicated person and detail-oriented who is willing to learn to improve and gain more knowledge in different field. Passionate about everything that is interesting and beneficial for growth.

Professional Experience

Outsourced Doers | Virtual Assistant

2020-2022

Key responsibilities:

- Graphic Design – posters, banners, flyers, postcards, posts
- Social Media Management
- Website Design – basic web designing
- Video Editing – Social media reels and short videos

Jairosoft Inc. | Quality Assurance/Tester

2019

Key responsibilities:

- Checking Website bugs
- Reporting Bugs

Northeast Solutions, Inc. | Client Support Specialist

2017-2018

Key responsibilities:

- Updating or submitting Notice of Admission (NOA) and Discharge (NOD)
- Monthly Billing using DSL (Data Soft Logic), Kinnser
- Updating information for my clients such as Claims List, Masters List, Monthly payments, and Aggravate Cap
- Checking patient's eligibility for hospice before submitting an NOE

Sherry Home-based Solutions | Daty Entry

2016

Key responsibilities:

- Making use of the browser to search for lawn owners and gathering their personal information for business

Training

Stampstaff | Virtual Assistant Trainee

2023

Key responsibilities:

- Graphic Design – posters, banners, flyers, postcards, posts
- Social Media Management
- Youtube SEO – VidIQ
- Video Editing – Social media reels and short videos