



SHAYNA ANDRIEZE YJASMIN GOLES

Your Creative Partner | Web & Visual Design | Social Media

Creative and results-driven professional with experience in design, video editing, social media management, admin support, and basic web design. Proficient in tools like Adobe Creative Suite, Canva, CapCut, igma, WordPress, Wix, Kajabi, and major social platforms. Skilled in creating engaging content, managing digital campaigns, and organizing admin tasks. Known for being organized, adaptable, and passionate about helping brands grow through visuals and efficient support.

Contact

- 0991-222-8588
- shayna.goles31@gmail.com
- yassy-creates.vercel.app/
- P-22 Francisco Subdivision
Calinan Davao City

Education

- Bachelor of Science in Computer Science**
University of Mindanao
2018-2024
Matina Davao City

Skills

- Organized ● ● ●
- Social Media Management ● ● ●
- Graphic Design ● ● ●
- Web designing ● ●
- Video Editing ● ● ●

Experience

- Web Designer / Social Media Manager**
Russell Cutchall | Remote
March 2026 - May 2026
 - Designed, developed, and maintained responsive WordPress websites with a focus on clean layouts, usability, and mobile responsiveness.
 - Updated website content, images, and layouts while ensuring consistent branding and functionality.
 - Created social media graphics, promotional materials, and branded assets using Canva and Adobe Photoshop.
 - Edited short-form videos and reels for social media platforms to increase engagement and strengthen brand presence.
 - Planned, created, scheduled, and managed content across Facebook and Instagram.
 - Collaborated directly with the client to implement website improvements, marketing materials, and creative content.
 - Ensured all digital content aligned with the client's brand identity and project goals while meeting deadlines.
- Creative Director**
\$2 Bill Brand
Contract
October 2025 - January 2026
 - As a Creative Director, I craft brand style guides, website mockups, and product designs that create a clear, cohesive visual identity. I work closely with clients and teams to translate brand vision into strategic, user-focused designs that enhance experience and impact.
 - I thrive in fast-paced environments, balancing creativity and precision to deliver visual solutions that elevate brands and engage audiences.
- Social Media Manager / General VA**
Smart Virtual Staff
Hybrid VA
July 2023- March 2026
 - Managed and scheduled social media content across platforms
 - Designed engaging graphics and reels using Canva and other tools
 - Performed administrative tasks including calendar management, data entry, and file organization
 - Assisted with basic web design tasks and maintaining simple websites
 - Ensured branding consistency and supported marketing campaigns



SHAYNA ANDRIEZE YJASMIN GOLES

CREATIVE VA | SOCIAL MEDIA , DESIGN & VIDEO EDITING EXPERT

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- Web designing ● ●
- Video Editing ● ● ●

Experience

- Social Media Manager** January 2025
Freelance (Fiverr)
 - Scheduled and organized social media content using trackers to maintain consistency.
 - Wrote engaging captions aligned with the client's brand voice and goals.
 - Created and managed a content calendar to keep posting structured and on track.
 - Coordinated with the client to ensure posts matched campaign timelines and objectives.
- General Virtual Assistant / Customer Support** May 2023 - November 2023
Independent Contractor
 - Handled inbound customer calls and service inquiries.
 - Scheduled residential cleaning appointments.
 - Assisted customers with booking changes and updates.
 - Responded to customer emails and messages.
 - Maintained accurate scheduling and client records.
 - Delivered professional customer support for U.S.-based clients.
- Web Designing** Dec 2021-Oct 2022
Freelance
 - Built and customized WordPress sites for small businesses
 - Created logos, graphics, and optimized UI for better performance
 - Collaborated on branding and design strategy using HTML, CSS, and basic JS
- Junior Web Dev (Internship)** June 2021-August 2021
Mediaone PH
 - Supported website development for a food-and-tech company
 - Assisted in UI/UX improvements and debugging
 - Worked closely with senior developers to maintain site performance