

KAYE MAURICE SILVA

Junior Graphic Designer, Content
Admin, Virtual Assistant



ABOUT ME

Content Administrator and Junior Graphic Designer with experience in content management and design. Skilled in editing and creating visually engaging content, with a strong attention to detail.

PERSONAL INFORMATION

ADDRESS: Eden St., P.Sta.Maria, Dumanlas Rd., Brgy. Buhangin, Davao City, Davao del Sur

BIRTHDAY: November 19, 2003

AGE: 21 years old

SEX: Female

EDUCATION

STI Surigao

2021-2022

Science, Technology, Engineering, and Mathematics

SKILLS

Personal

- Graphic Design & Layouts
- Branding & Visual Identity
- Social Media Graphics
- Adobe Photoshop, Illustrator, InDesign (Basic Experience)
- Content Creation & Presentation Design
- Time Management & Project Coordination

EXPERTIES

- Graphic Design
- Editing
- Infographics

EXPERIENCE

- Virtual Assistant **Full-Time Virtual Assistant & Graphic Designer | Jonalyn Gulada & Impact for Leads (LinkedIn-based, UK) 2023 - 2025**
- Designed marketing and branding materials for LinkedIn-focused campaigns under Impact for Leads.
 - Utilized Canva as the preferred design tool for efficiency and accessibility.
 - Created engaging visuals that align with company branding and audience engagement strategies.
 - Provided administrative support, content refinement, and proofreading services.
 - Managed various tasks, ensuring high-quality deliverables across multiple projects.
 - Assisted in organizing and streamlining workflows, enhancing productivity.
- Freelancer **Graphic/Layout Artist | Freelance & Contract-based 2017 - Present**
- Designed various print and digital marketing materials, including brochures, social media content, presentations, and branding assets.
 - Collaborated with clients to develop visually compelling designs that align with their brand identity.
 - Utilized Canva for fast and efficient design solutions while leveraging Adobe tools for basic editing and refinements.
 - Managed multiple design projects, ensuring timely delivery and adherence to client requirements.
- Tutoring **Tutor (Assistant & Private) | KOOL Builders Center & Freelance 2022 - 2023**
- Provided fundamental education to young learners, focusing on essential subjects such as reading, writing, and basic numeracy.
 - Designed and implemented engaging lesson plans tailored to children's learning capabilities.
 - Assisted children in developing comprehension skills and building a strong educational foundation.
 - Encouraged a positive and interactive learning environment to enhance student engagement and motivation.
 - Supported early childhood education through individualized tutoring sessions, ensuring academic progress.
- Business **Business Owner | Handicrafts - Crochet & Satin Flower Bouquets**
- Managed all aspects of the business, including client relations, sales, and operations.
 - Developed skills in customer service, sales techniques, and business management.
 - Specialized in creating and selling handcrafted crochet items and satin flower bouquets.

REFERENCE

Contact Person: Mrs. Jonalyn Gulada - **Virtual Assistant since 2019**

KAYE SILVA | GRAPHIC DESIGNER & VIRTUAL ASSISTANT