



MIKAILA KHEN D. POLLISCO

480 HIGHWAY, BATINGAN
BINANGONAN, RIZAL, PHILIPPINES
1940

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MIKAILAKHENPOLLISCO@GMAIL.COM

SKILLS

Knowledgeable with Digital Software | Google Docs, Google Slides, Microsoft Word, Microsoft PowerPoint, Google Forms, Gmail

Experienced in Digital Graphics | Adobe Premiere, Adobe Photoshop, Adobe After Effects, Adobe Illustrator, Canva

Bilingual | Native Filipino and Fluent English

Good communication skills | An established history of successfully communicating ideas both orally and in writing.

Easy to adapt and willing to learn | Quick to adapt and eager to acquire new skills, ensuring personal and professional growth.

EXPERIENCE

Four Eight Tea | Binangonan, Rizal – *Social Media Manager (Self-employed)*

APRIL 2024 - PRESENT

Brifcups Advertising Services Pvt. Ltd. – *Video Editing Virtual Assistant*

APRIL 2025 - PRESENT

Impact Hero Co – *Multimedia Virtual Assistant (Part-Time)*

AUGUST 2025 - PRESENT

EDUCATION

Far Eastern University | Morayta Manila – *Bachelor of Science in Architecture*

2023 - PRESENT