

RC VERNADETH INDUS

Executive Virtual Assistant

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PROFESSIONAL SUMMARY

Aspiring Executive Virtual Assistant with hands-on experience in business operations, customer service, and administrative support gained through managing small businesses, assisting with daily business operations, and participating in school and community initiatives. Certified in General Virtual Assistance and Social Media Management, with working knowledge of Google Workspace, Notion, Slack, Asana, ClickUp, GoHighLevel, Canva, ChatGPT, and other productivity tools. Currently pursuing a degree in IT Networking and Security, bringing strong organizational skills, attention to detail, and the ability to quickly adapt to new systems and workflows.

KEY SKILLS

Google Workspace · Notion · Slack · Asana · ClickUp · GoHighLevel · Canva · ChatGPT & AI Tools · Data Entry · Calendar Management · Email Management · Internet Research · Social Media Management · Video Editing · Customer Service · Communication · Time Management · Organization · Attention to Detail · Adaptability

TECH PROFICIENCY

AI Tools ChatGPT, Gemini, Blackbox AI, Grammarly, Canva AI, Otter.ai

Productivity Google Workspace, Microsoft Office, Calendly, Expensify

Communication Slack, Zoom, Google Meet, Discord, Loom

Project Mgmt Notion, Asana, ClickUp, Trello

CRM & Business GoHighLevel, HubSpot

Design & Social Canva, CapCut, Meta Business Suite, Later

EDUCATION

Bachelor of Science in Information Technology — Major in Networking & Security

Open Arab University, Saudi Arabia | Expected Graduation: 2029

Relevant Coursework: English Communication Skills I, Computing Essentials, Introduction to Computing and Information Technology I & II, Computer Organization and Architecture

RELEVANT EXPERIENCE

Video Editor & Content Creator

Alreeyada International School | August 2025 – Present

- Filmed school events, programs, podcasts, and academic activities for promotional and educational content.
- Edited videos for school projects, events, and media initiatives using video editing software.
- Collaborated with staff, teachers, and students to implement feedback and deliver high-quality content on time.
- Managed multiple video projects simultaneously while maintaining organized digital files and assets.

Small Business Owner

Online Dessert Business (Jun 2025 – Mar 2026) & Weekly Street Food Business (2026 – Present) •

- Managed inventory, purchasing, sales tracking, and cash handling for small business operations. •
- Processed customer orders and provided customer service both online and in person.
- Maintained records of expenses, revenue, and business performance.
- Created promotional content and marketed products through social media and direct customer engagement.

Cashier & Operations Assistant

Family Water Refilling Station | March 2021 – August 2023

- Processed customer payments and assisted with daily business operations.
- Monitored incoming and outgoing gallon inventory to maintain accurate stock records.
- Handled customer inquiries and ensured efficient service delivery.

CERTIFICATIONS

- Social Media Management (SMM) Certificate — ProVA PH — 2024
- General Virtual Assistant Certificate — Angel Galong — 2026
- Service Hub Software Certification — HubSpot Academy — 2026
- Inbound Marketing Certified — HubSpot Academy — 2026

REMOTE WORK READINESS

Internet: STC Fiber (89.5↓ / 84.6↑ Mbps) with mobile hotspot backup

Equipment: Intel Core i7-6700K desktop, 24GB RAM, SSD, Windows 10 Pro, Blue Snowball USB mic, Soundcore Q30 headset, HD webcam

Availability: Flexible schedule, full-time/part-time, open to US, UK, AU & Middle East time zones, available for night shifts

LANGUAGES

English — Fluent | Filipino — Native | Arabic — Basic