

MICKA ELLA V. AVILA

VIRTUAL ASSISTANT

About Me

I am a detail-oriented and adaptable professional with experience in data entry, graphic design, and administrative support. I enjoy keeping tasks organized, learning new tools, and helping work run more smoothly. My background has taught me to work accurately, meet deadlines, and communicate well with different people. I am also currently an intern at Megatesting Center Inc., where I assist with documentation and laboratory work related to soil, aggregate, sand, asphalt, and other construction materials testing. This experience has strengthened my attention to detail, ability to follow procedures, and confidence in handling responsibilities with accuracy and professionalism.

SKILLS

Technical Skills

- Basic knowledge of soil and geotechnical testing
- Construction materials testing Soil, aggregate, sand, and asphalt testing exposure
- Laboratory procedures and equipment handling
- Data entry and record management
- Graphic design and visual content creation
- Typing: 55 WPM with 100% accuracy

Personal Skills

- Attention to detail
- Adaptability and willingness to learn
- Problem-solving
- Time management
- Teamwork and collaboration
- Organization and accuracy
- Ability to work under pressure

ACCOMPLISHMENTS

- **2026** – Student Intern at Megatesting Center Inc.
- **2026-Present** – Gained experience in construction materials testing, including soil, aggregates, sand, and asphalt.
- **2026** – Completed COSH Training – Safety Officer II (SO2).
- **2025** – Completed General Virtual Assistance Training.
- **2025** – Earned a Typing Skills Certificate with a speed of 55 WPM and 100% accuracy.
- **2025–Present** – Freelance Data Entry Experience.
- **2025–Present** – Freelance Graphic Design Experience.

EDUCATION

ELEMENTARY
Matina Central Elementary School
2010-2015

HIGHSCHOOL
Daniel R. Aguinaldo National High School
2015-2019

SENIOR HIGH
Holy Child College of Davao
2019-2021

COLLEGE
University of Mindanao BS Civil Engineering
2021-PRESENT