

# Rhea Merin Varghese



VIRTUAL ASSISTANT

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## SUMMARY

Versatile hard worker with experience in various creative and technical fields, such as content creating, administrative work, public relations, and technical writing. Primarily focused on enhancing experience in multiple fields of interest, open to all forms of administrative and media related work.

## TECHNICAL SKILLS

- Expert with Google Analytics
- Expert with Google Workspace, Todoist, Trello and Calendly.
- Expert with Canava
- Expert with Zoom, Microsoft teams and Cisco Webex
- Expert with Zendesk, Jira and Hootsuite
- Typing speed of 120 wpm
- Expert with Microsoft Offices (Excel, Word, PowerPoint)
- Expert in SEO Marketing
- Expert in Social media marketing
- Intermediate with Adobe software (Photoshop, InDesign, Illustrator, and UI/UX Design)
- Typing speed of 120 wpm

## SOFT SKILLS

- Detail-oriented
- Critical thinker
- Extremely resourceful
- Clear communicator with good listening skills
- Highly self-motivated
- Capable of undertaking large responsibilities
- Dependable
- Willing to learn and adapt to all work requirements and environments
- Problem-solver
- Open-Minded
- Exceptionally creative

## CAREER HIGHLIGHTS

- Article 'Building your wardrobe', published in Madame Blue(magazine),
- Article 'Finding Love in a hopeless place', published in The Sun(magazine), 2021
- Received 'Best Film (Student) award from Bangalore Short Film Festival

## ACADEMIC BACKGROUND

### GEMS MILLENNIUM SCHOOL (SHJ)

*Graduated in 2019*

- Captain of the schoolhouse
- Academic Excellence in Economics - 97%
- Academic Excellence in Business Studies - 97%
- CBSE 12th graduation result - 94%
- Won Second place in Sheikh Zayed Elocution Competition
- Reached Semi-Finals in Design Competition by the Design Institute of Dubai for Adidas

### JYOTI NIVAS COLLEGE

*Bachelors in Psychology, Literature and Mass Communication*

- Co-Editor of Creative Booklet, College Publication (2020)
- Academic distinction in Literature (English) 81 percentage
- Publicity team (HEAD) for Mediation (2020)
- Organized Inter-college Debate event
- Participated in various Debate competitions

## EXPERIENCE SUMMARY

### ADMINISTRATIVE ASSISTANT

*Gems Millennium April '19 - Sept'19*

- Managed and sorted data into spreadsheets and databases while monitoring for accuracy.
- Statistically assessed and graded various assignments and papers
- Answered and managed calls, emails, and appointments of various department heads
- Managed the calendar for various department heads
- Streamlined communication between various department staff to department heads.

### PUBLIC RELATIONS CO-ORDINATOR / CONTENT CREATOR

*YellowClub, Jan '21 - Jan '22*

- Managed social media accounts (Twitter, Instagram, and Facebook)
- Coordinated various social media collaborations with organizations like PinkLegal.in, GirlUp and YouthKiAwaz
- Created social media content regularly
- Encouraged off-site collaborations with colleges and student organizations

### EVENT PROMOTER

*Bangalore Art Company, Jan - Mar '21*

- Worked closely with founders to organize the event
- Managed the social media outreach campaign
- Created various creatives promoting the event
- Managed artists and performers at the event