



MECHELLE E. QUINTAYO

PERSONAL PROFILE

I am a highly organized and tech-savvy professional with a background in Drafting Technology from Mindanao State University. I am now transitioning my technical precision and administrative experience into the world of Virtual Assistance.

Throughout my career, I have proven my ability to handle complex tasks with accuracy—from performing AutoCAD operations to conducting large-scale data collection as a PSA Enumerator. These roles have built my foundation in data integrity, time management, and meticulous attention to detail, which I now bring to my clients as a dedicated VA.

My goal is to provide seamless support, ensuring your operations run smoothly and efficiently.

PROFESSIONAL PROJECTS



VIDEO EDITING

GRAPHIC DESIGN



MECHELLE QUINTAYO HOME OFFICE

LOGO DESIGN



INSPIRATIONAL POST



TIKTOK POST



FACEBOOK POST



PRODUCT SOCIAL MEDIA POST



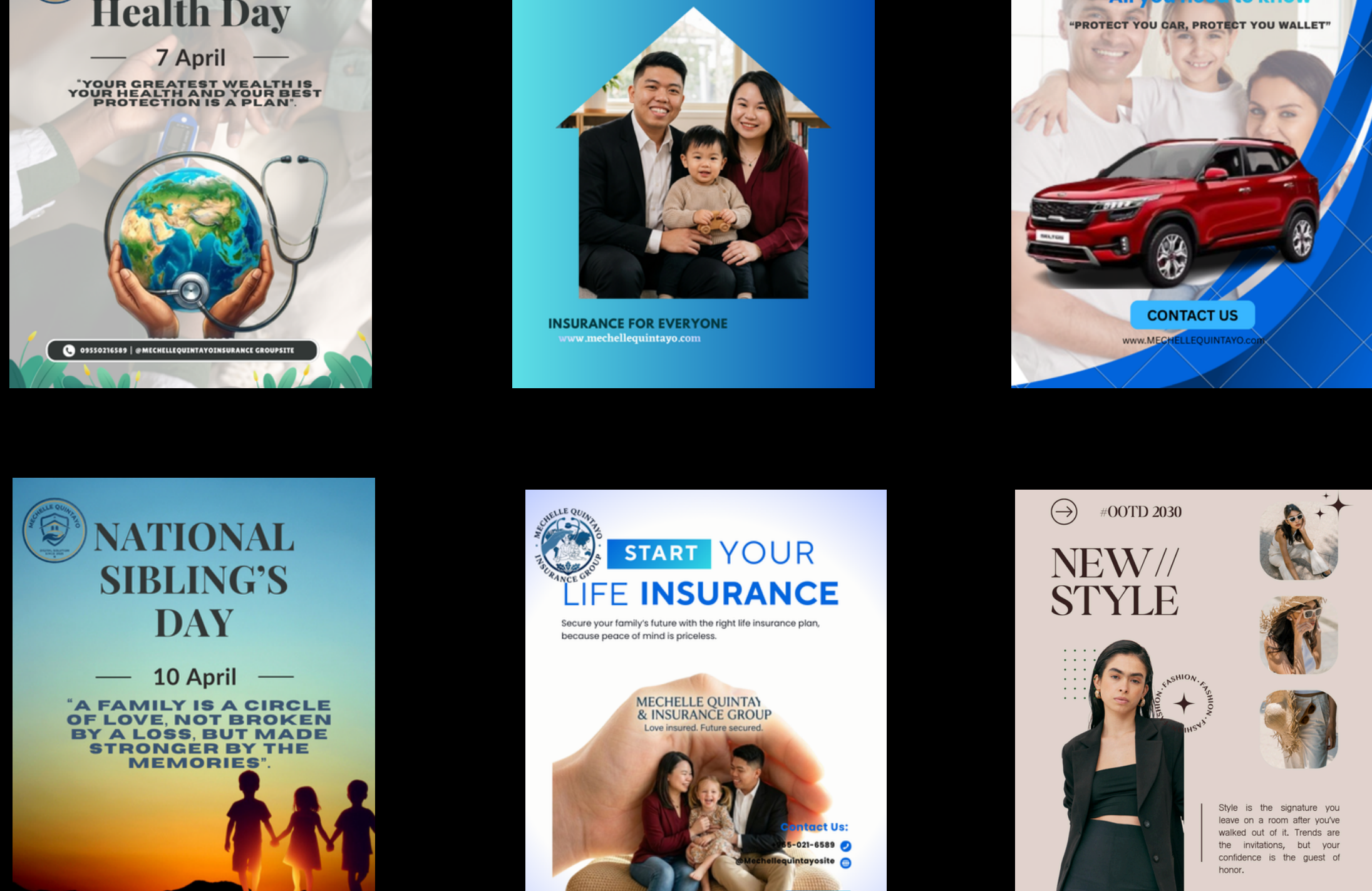
LINKEDIN POST



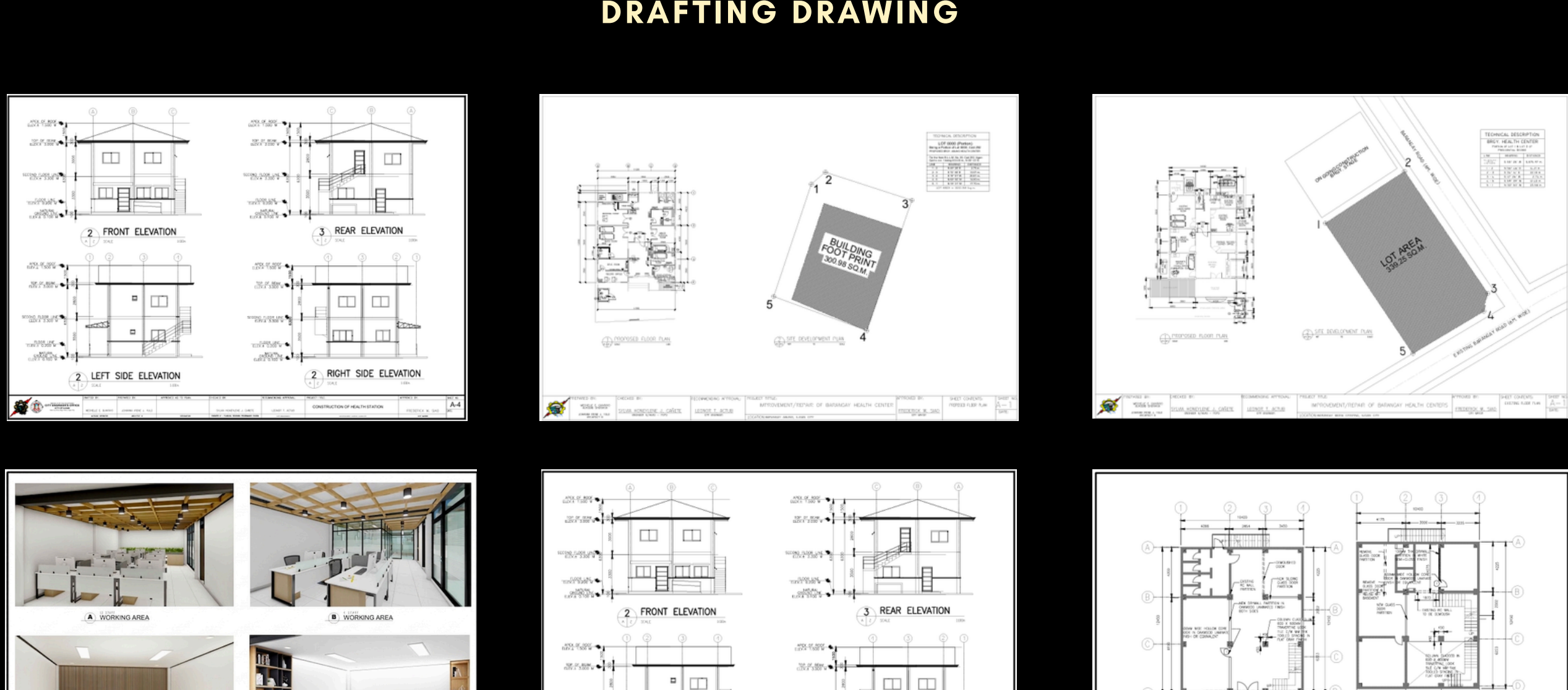
YOUTUBE POST

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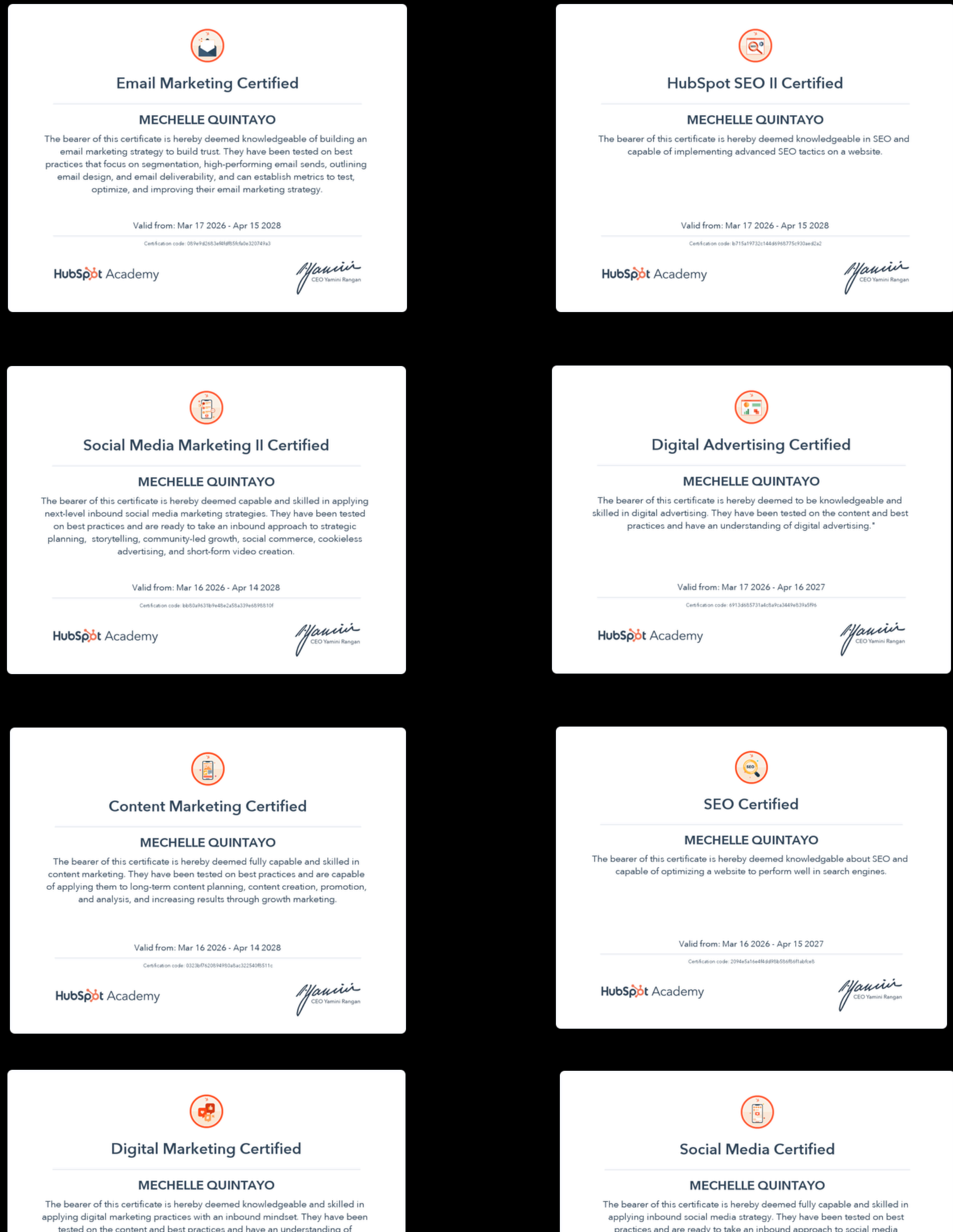
SOCIAL MEDIA CALENDAR



DRAFTING DRAWING



CERTIFICATES



CONNECT WITH ME...

mechelle.quintayo1997@gmail.com

09550216589