



MARK BRYAN SANCHEZ

About Me

Skilled in customer support, design, social media, and video editing, I excel in both technical and creative work, delivering quality results with adaptability.



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Tools

Social Media Apps

Meta Business Suite
Facebook
Instagram
Tiktok
Twitter

Video/ Photo Editing Software

Canva
Photoshop (CS4)
Capcut

Web Development (FrontEnd)

Visual Studio Code
Wix
Wordpress
Squarespace
Heyclients

Other Tools

Used/ Familiar with

Trello	Notion
Asana	Plaky
Slack	Calendly
Chatgpt	Microsoft Software
GHL	Google Workspace

EXPERIENCE

Virtual Assistant

Yacumama Eco Village - Virtual Assistant (09/2024 - 01/2026)

- Update and manage the Wix website
- Social Media Management
- Add weekly leads to HeyClients
- Maintain weekly accounting sheets
- Create event graphics and marketing materials
- Support various tasks as needed
- Graphics Designing & Video Editing

Dylan Universe Comics (05/2025- 07/2025)

- Data Entry
- Keeping Lead Tracker Up to Date
- Responding to inquiry
- Handling Ad hoc Task

Freelance

Freelance Graphic Designer (07/2024 - 11/2024)

- Graphics Design & Video Editing
- Custom visuals tailored to client needs
- Logo creation for small businesses
- Social media post designs inspired by competitors

Freelance Web Developer (07/2024 - 11/2024)

- Build and design portfolios for freelancers using HTML, CSS, and JavaScript
- Customize layouts and implement interactive features
- Ensure responsive design across devices
- Coordinate with clients to ensure their goals are met

Full-Time Job

Print It By Kulai - Graphic Designer / Machine Operator (11/2023 - 06/2024)

- Designing T-Shirt Layouts, posters, event banners etc.
- Rasterizing logos for different government agencies
- Handling Large Scale Printing Machine
- Support production and custom projects as needed
- Customer Support & Inquiries Management
- Create layouts for plaques using AutoCad and CorelDraw