

EDGAR RASSELLE B. MAGSINO

Writer | Video Editor | Graphic Designer | Web Developer | Virtual Assistant

CONTACT

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PROFESSIONAL SUMMARY

Writer, Video Editor, Graphic Designer, Web Developer, and Virtual Assistant with 5+ years of experience supporting clients in video editing, graphic design, social media content creation, email copywriting, blog writing, HR support, administrative assistance, and digital content preparation. Skilled in editing short-form and long-form videos, creating Facebook ad creatives, supporting content strategy, formatting content for online platforms, and coordinating remote client tasks. Proficient in Adobe Premiere Pro, CapCut, Canva, Adobe Photoshop, WordPress, HubSpot, Mailchimp, Klaviyo, Meta Business Suite, ClickUp, Notion, and other digital tools.

SKILLS

Video Editing: Short-form video editing, long-form video editing, YouTube video editing, social media video optimization, visual storytelling, content formatting

Graphic Design and Content: Graphic design, social media content creation, motion graphics, basic animation, promotional materials

Writing and Copywriting: Blog writing, email copywriting, social media caption writing, promotional copywriting, basic SEO writing

Virtual Assistance: Administrative support, HR support, client support, task coordination, content preparation

Tools and Platforms: Adobe Photoshop, Adobe Illustrator, Adobe Premiere Pro, Canva, CapCut, Grammarly, VS Code, WordPress, HubSpot, Mailchimp, Klaviyo, Buffer, Meta Business Suite, ClickUp, Notion, Loom, Vyond, ChatGPT, Grok, Sora, ElevenLabs, Trello, LastPass, WPMU DEV, Hootsuite, Figma, Descript

Technical: Web development, digital content formatting, online platform support

EXPERIENCE

Virtual Assistant | Infinity Web Solutions

2021 - Present

- Edited long-form and short-form video content for Dr. Brad Klontz in 2025, contributing to 22,000+ views.
- Created and uploaded Facebook ad creatives for Minute Media in 2024 for campaigns aimed at generating views and engagement.
- Managed Discord-based HR coordination for Cinchblock's remote workers in 2022 while providing administrative support for NFT projects and assisting with server operations.
- Produced video, graphic, and social media assets using CapCut, Adobe Premiere Pro, and Canva.
- Coordinated client tasks, content preparation, and administrative support while maintaining organized workflows and deadlines.
- Recognized with multiple performance awards for reliability, task ownership, and quality of work.

Freelance Video Editor and Web Developer | Self-Employed

2018 - 2019

- Worked with a photography studio as a video editor, preparing client video projects for delivery.
- Edited promotional and personal video content for freelance clients.
- Provided freelance web development support for small digital projects.
- Supported 3 project types: video editing, website support, and digital content preparation.

EDUCATION

Bachelor of Science in Information Technology

University of Batangas | 2014 - 2018

ADDITIONAL INFORMATION

- Open to video editing, virtual assistant, graphic design, and administrative support roles.
- Portfolio and work samples available upon request.