



# Berna Saliwan

Freight Virtual Assistant / LTL Specialist & Truck Dispatcher

+63977-350-5416

bernasaliwan@yahoo.com

Motivated Entry-level Professional with training in Freight Brokerage and Dispatch and a strong background in administrative support. Skilled in client communication, scheduling, data management, and handling multiple priorities while maintaining accuracy in fast-paced environments.

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## WORK EXPERIENCE

### Social Media Manager

#### MGS Group & Inc.

September 2022 - December 2023

- Conducted market research and analysis for clients.
- Created and managed social media content for clients.
- Assisted with customer concerns and follow-ups.

### Freelance Remote Graphic Designer

#### Sali One Fotos

June 2020 - June 2021

- Created engaging visual designs for social media, marketing materials, and branding projects.
- Designed logos, promotional graphics, print materials, and digital content, collaborating with clients to deliver creative and effective visual solutions.
- Managed multiple design projects, and met deadlines while maintaining attention to detail.

### Onsite Back Office Manager

#### MAGMEG PETCARE

August 2018 - September 2019

- Responsible for overseeing administrative operations, inventory records, supplier coordination, data entry, invoicing, and documentation.
- Supporting the smooth and efficient daily operations of the pet shop.

### Brand Identity Designer

#### Berning Graphics

January 2026 to April 2026

- Designed logos and complete brand identity systems.
- Created brand guidelines and marketing assets.
- Developed visual branding for print and digital platforms.

## EDUCATIONAL HISTORY

### Bachelor of Elementary Education

#### Eastern Samar State University

2018

## RELEVANT SKILLS

- Load Tracking & Scheduling (trained)
- Quoting & Rate Negotiation (trained)
- Carrier & Shipper Communication (trained)
- TMS Navigation & Data Entry
- Load Boards Research & Posting
- Freight Class Calculation
- Customer Support & Conflict Resolution
- Problem-Solving & Multitasking

## ADDITIONAL INFORMATION

- Tools: TMS Platforms, Load Boards, Freight Class Calculator, Google Workspace, MS Office
  - Familiarity with industry terms: LTL, FTL, Intermodal, Drayage, HOS, BOL, Rate Sheets
  - Availability: Full-time / Remote
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## RELEVANT TRAINING

### Freight Brokerage & Dispatch Masterclass Freight Class 101

June 2026

- Learned fundamentals of freight brokerage, dispatching, quoting, and rate negotiations.
- Gained hands-on practice with TMS platforms, load boards, and freight class calculators.
- Trained in carrier lane specialization, broker-carrier agreements, and track & trace.

### Graphic Design Course - Fundamentals of Graphic Design Coursera

March 2026

- Completed coursework in graphic design fundamentals, including visual communication, color theory, composition, and design principles.
- Developed practical skills in typography, logo design, and brand identity creation to produce cohesive and impactful visual designs.
- Gained hands-on experience in branding, graphic design, and visual storytelling by creating logos, brand assets, and marketing materials.

### E-Commerce Course

#### Freelance Academy - VA Training

February 2022

- Completed training in Amazon FBA/FBM, product research, Shopify store management, drop shipping, Alibaba sourcing, and eBay selling.

### Graphic Design Training

#### Virtual Assistant Training Philippines

February 2022

- Completed hands-on training in graphic design principles, branding, typography, and layout design.
- Developed skills in logo design, visual communication, and digital design using industry-standard tools.
- Gained practical experience creating marketing materials, social media graphics, and brand identity concepts.

### Virtual Assistant Certification

#### Virtual Assistant Training Philippines VATP

January 2022

- Completed comprehensive virtual assistant training covering administrative support, communication, scheduling, email management, and productivity tools.

## CHARACTER REFERENCES

Norly Aseo - General Manager  
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Mathew Goden - Operation Manager  
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