

PORTFOLIO

GRAPHIC DESIGNER
VIDEO EDITOR

2023-2025

MNATHANVZ



BY: MARC NATHANIEL VALDEZ



marcnathanvaldez@gmail.com



www.mnathanvz.info



+63 966 138 0019

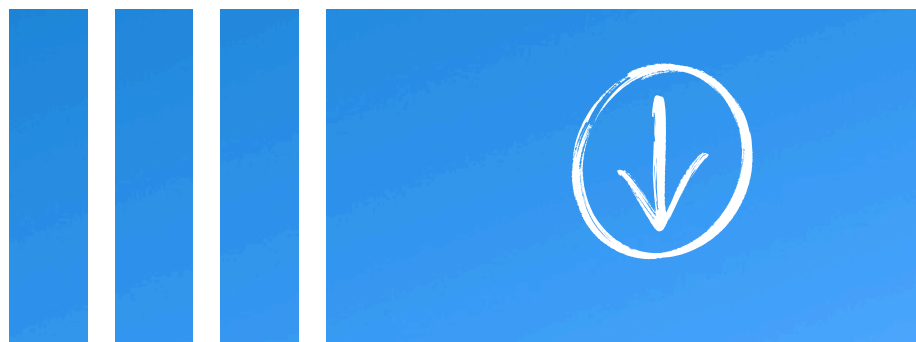
INTRODUCTION

Welcome to my Portfolio, I'm **Marc Nathaniel Valdez**. I'm **IT** by profession, I do freelancing as a **graphic designer, video editor & computer technician**.

I am proficient in using **Adobe Photoshop, Adobe Illustrator & Canva** as a tool for my graphic Design and **Filmora Go & Canva** in video editing.

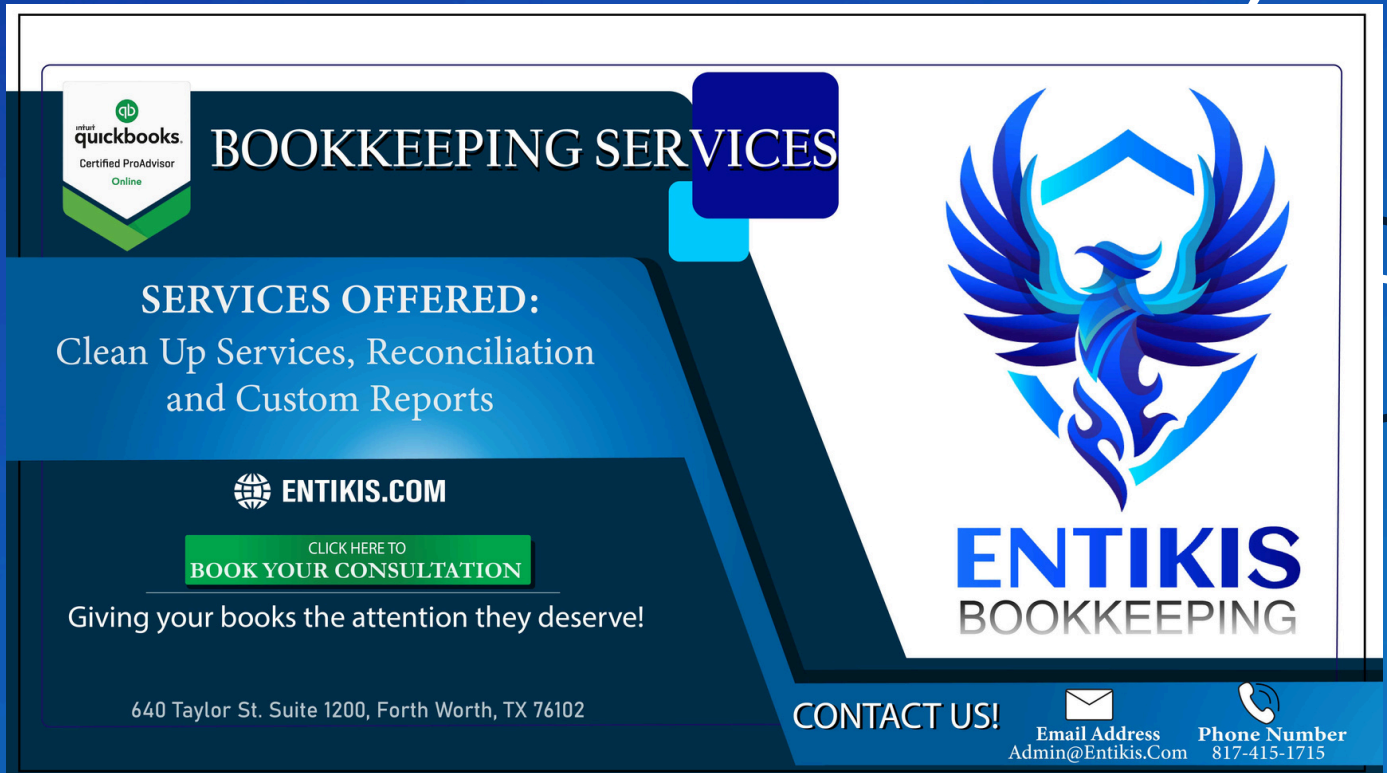
I have work experience as a **customer service representative** in **Concentrix**.

Please know that some of the **design** and **color** is **requested** by the **client**. You may visit my **personal website** for more.






Email Marketing Template for Entikis Bookkeeping Company.
Made and Designed in Adobe Illustrator.



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|---------------------------|-----|------------|--------|
| Monthend for (Management) | 1 | 200.00 | 200.00 |
| QuickBooks Online | 1 | 175.00 | 175.00 |
| Preparation & Review | 2 | 175.00 | 350.00 |
| TOTAL | | | 725.00 |




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OUR PROCESS

To Ensure A Seamless Transition And Allow You To Make The Most Out Of Our Bookkeeping Services, We Want To Provide You With An Overview Of Our Intake Onboarding Process. Here Are The Steps We Will Be Following:



Data Gathering

After Understanding Your Business, We Will Ask You To Provide Relevant Financial Data. This Includes Your Financial Statements, Tax Records, Bank Statements, Invoices, And Any Existing Bookkeeping Files. We'll Guide You On Securely Providing These Documents.



Setup and Integration

Based On Your Business Needs And Our Review, We Will Set Up An Appropriate Bookkeeping System. This Includes Integrating Your Financial Systems, Bank Accounts, And Other Necessary Financial Tools. We Will Make Sure Everything Is In Place To Streamline Your Bookkeeping Process.



Confirmation and Training

Once The Setup Is Complete, We Will Give You A Tour Of Your New Bookkeeping Setup. We'll Also Provide Training And Resources To Your Team To Ensure Everyone Is Comfortable With The New System. Additional Training Will Result In Additional Fees.



Regular Check-Ins

We Believe In Maintaining Open And Regular Communication. Our Team Will Schedule Regular Check-Ins To Discuss Your Financial Reports, Answer Any Questions, And Address Your Concerns.



Year-End Procedures

At The End Of The Financial Year, We'll Assist With The Preparation And Submission Of Year-End Accounts And Tax Returns. Additional Fees Will Apply.

Welcome and Introduction

Our Relationship Manager Will Reach Out To You For A Warm Welcome And A Comprehensive Discussion About Your Business And Bookkeeping Requirements. We Want To Understand Your Needs And Expectations So We Can Serve You Better.



Review of Current Systems and Processes

Our Relationship Manager Will Reach Out To You For A Warm Welcome And A Comprehensive Discussion About Your Business And Bookkeeping Requirements. We Want To Understand Your Needs And Expectations So We Can Serve You Better.



Initial Clean-Up (If Required)

If Any Discrepancies Or Irregularities Are Found During Our Review, We Will Perform An Initial Clean-Up To Ensure Your Books Are Accurate And Up-To-Date.



Ongoing Services and Regular Reporting

We Will Start Our Regular Bookkeeping Services, Which Include Transaction Categorization, Bank Reconciliation, And The Generation Of Financial Reports. We Will Provide You With Monthly Reports And Financial Insights To Help You Better Understand Your Business's Financial Health.



Flow Chart for Entikis Bookkeeping Company. Made and Designed in Adobe Illustrator.

OUR PROCESS

To Ensure A Seamless Transition And Allow You To Make The Most Out Of Our Bookkeeping Services, We Want To Provide You With An Overview Of Our Intake Onboarding Process. Here Are The Steps We Will Be Following:

WELCOME AND INTRODUCTION

Our Relationship Manager Will Reach Out To You For A Warm Welcome And A Comprehensive Discussion About Your Business And Bookkeeping Requirements. We Want To Understand Your Needs And Expectations So We Can Serve You Better.

DATA GATHERING

After Understanding Your Business, We Will Ask You To Provide Relevant Financial Data. This Includes Your Financial Statements, Tax Records, Bank Statements, Invoices, And Any Existing Bookkeeping Files. We'll Guide You On Securely Providing These Documents.

REVIEW OF CURRENT SYSTEM AND PROCESSES

We'll Review Your Current Bookkeeping Practices And Software Systems. If You're Not Currently Using Any Software, Don't Worry—We Have Several We Can Recommend That Will Best Suit Your Needs.

SETUP AND INTEGRATION

Based On Your Business Needs And Our Review, We Will Set Up An Appropriate Bookkeeping System. This Includes Integrating Your Financial Systems, Bank Accounts, And Other Necessary Financial Tools. We Will Make Sure Everything Is In Place To Streamline Your Bookkeeping Process.

INITIAL CLEAN UP (If Required)

If Any Discrepancies Or Irregularities Are Found During Our Review, We Will Perform An Initial Clean-Up To Ensure Your Books Are Accurate And Up-To-Date.

CONFIRMATION AND TRAIN

Once The Setup Is Complete, We Will Give You A Tour Of Your New Bookkeeping Setup. We'll Also Provide Training And Resources To Your Team To Ensure Everyone Is Comfortable With The New System. Additional Training Will Result In Additional Fees.

ONGOING SERVICES AND REGULAR REPORTING

We Will Start Our Regular Bookkeeping Services, Which Include Transaction Categorization, Bank Reconciliation, And The Generation Of Financial Reports. We Will Provide You With Monthly Reports And Financial Insights To Help You Better Understand Your Business's Financial Health.

REGULAR CHECK UP

We Believe In Maintaining Open And Regular Communication. Our Team Will Schedule Regular Check-Ins To Discuss Your Financial Reports, Answer Any Questions, And Address Your Concerns.

YEAR - END PROCEDURES

At The End Of The Financial Year, We'll Assist With The Preparation And Submission Of Year-End Accounts And Tax Returns. Additional Fees Will Apply.

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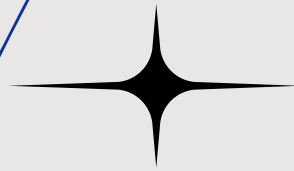
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Typography Graphic Design

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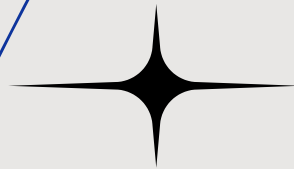


Logo Graphic Design

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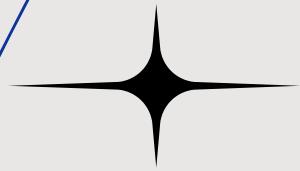
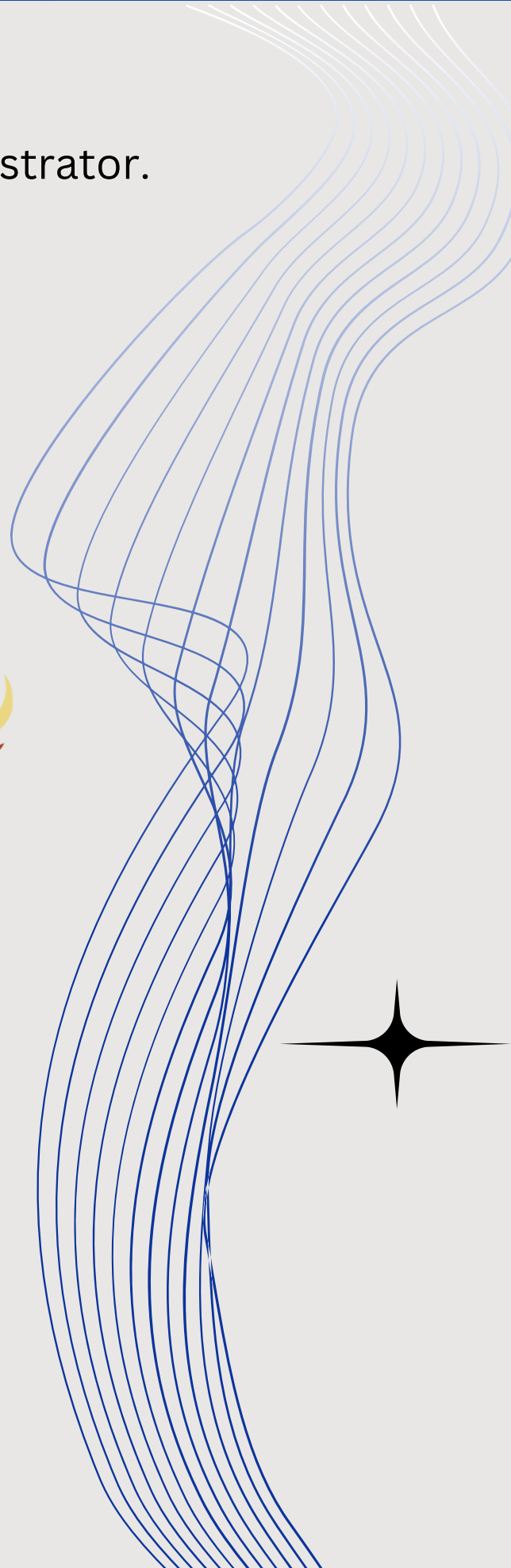


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Logo Graphic Design

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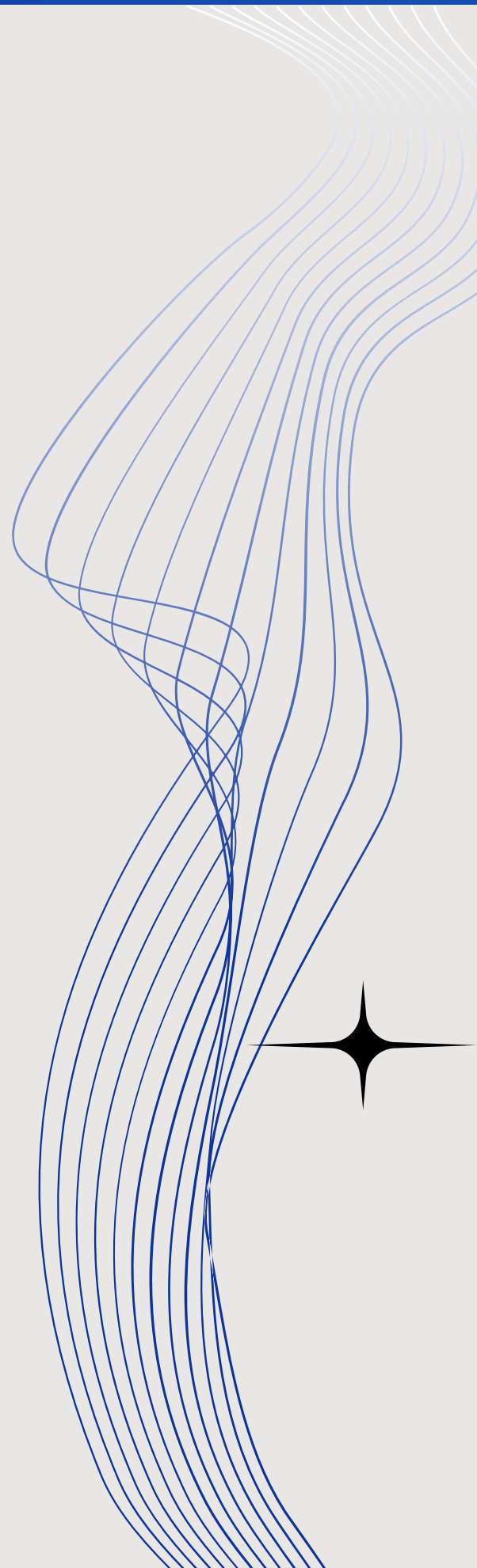


Video Editing

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For Inner SPARC Corporation
Assessment

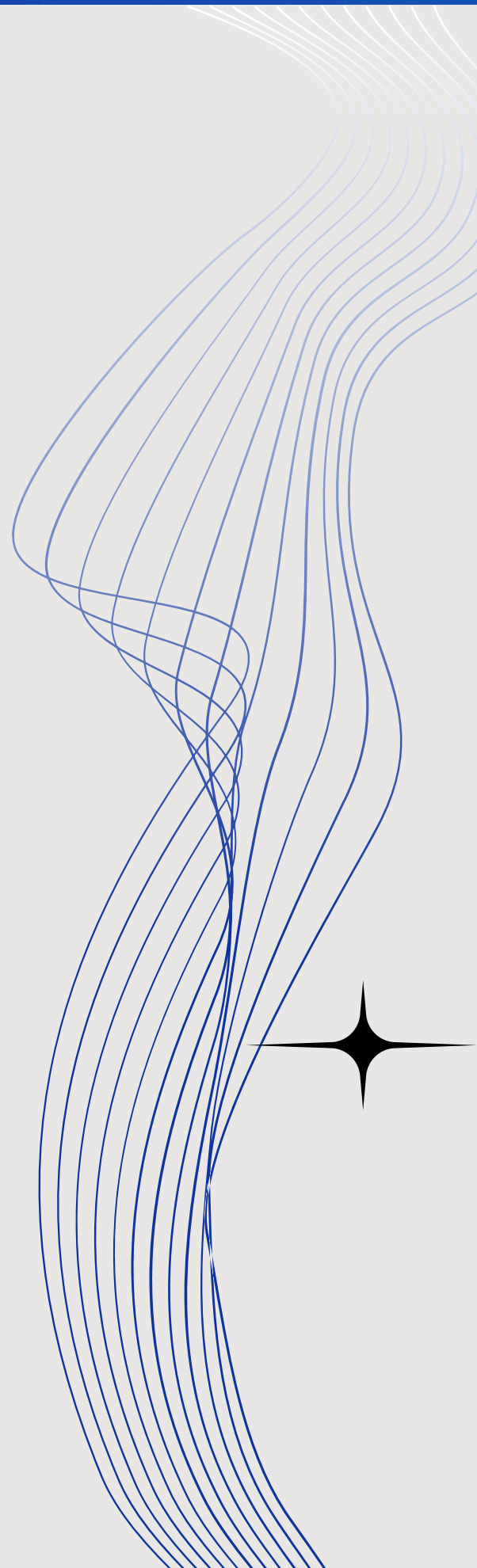


Video Editing

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Audio is personally made.



For Inner SPARC Corporation
Reels Advertisement

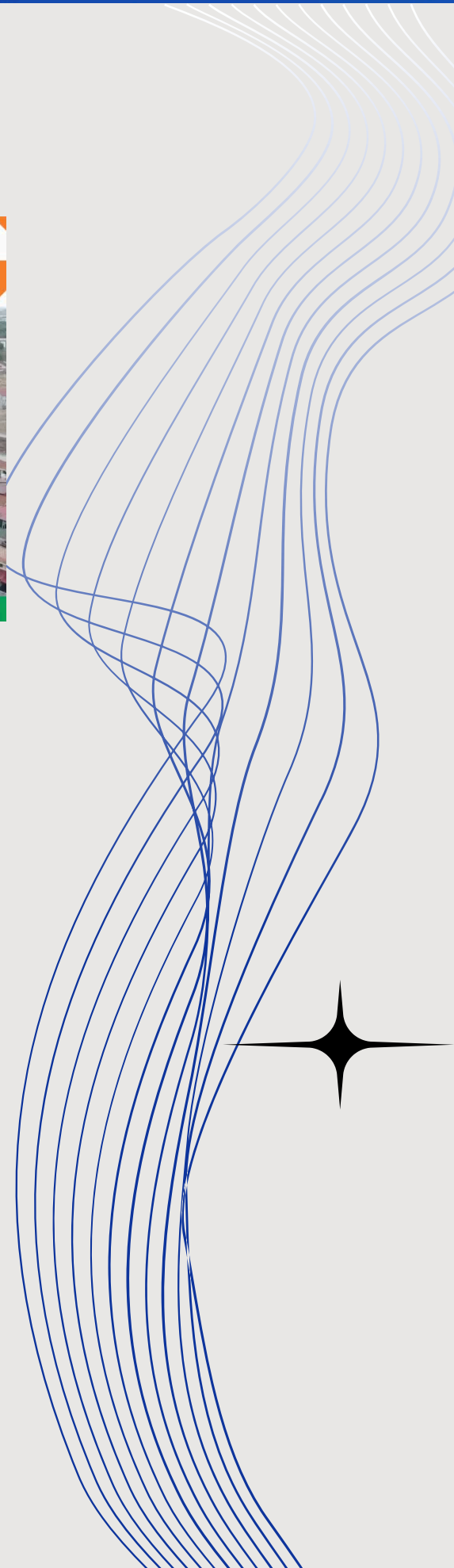


Video Editing

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For Inner SPARC Corporation
Real Estate Advertisement



Video Editing

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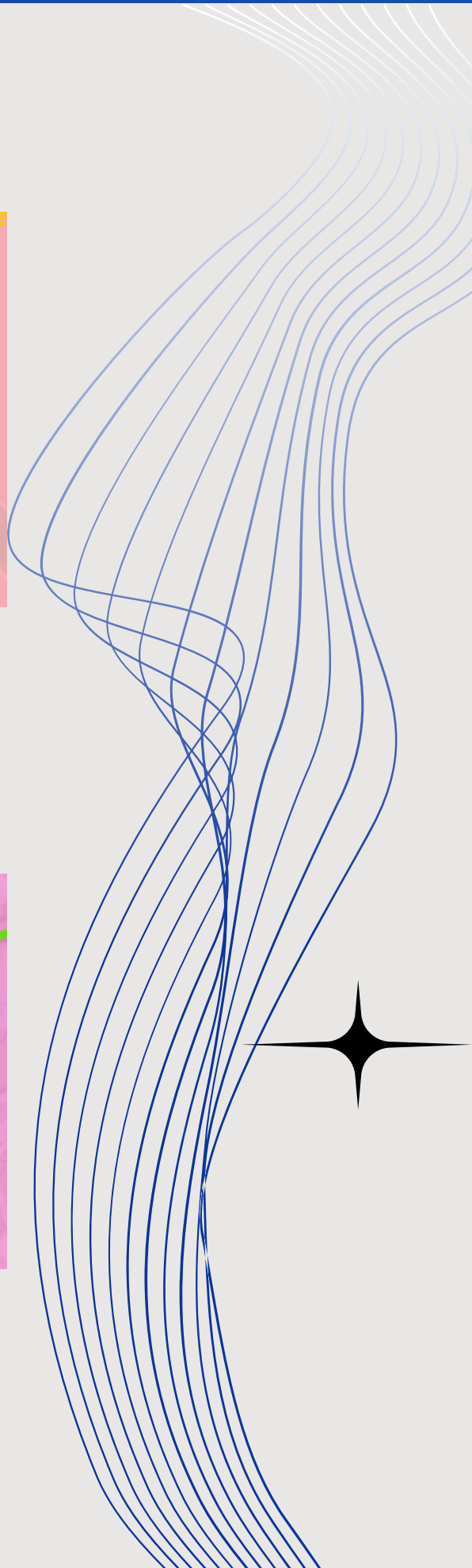
For Adapot Vlog 2.0 Intro



This Video is Edited in Canva.

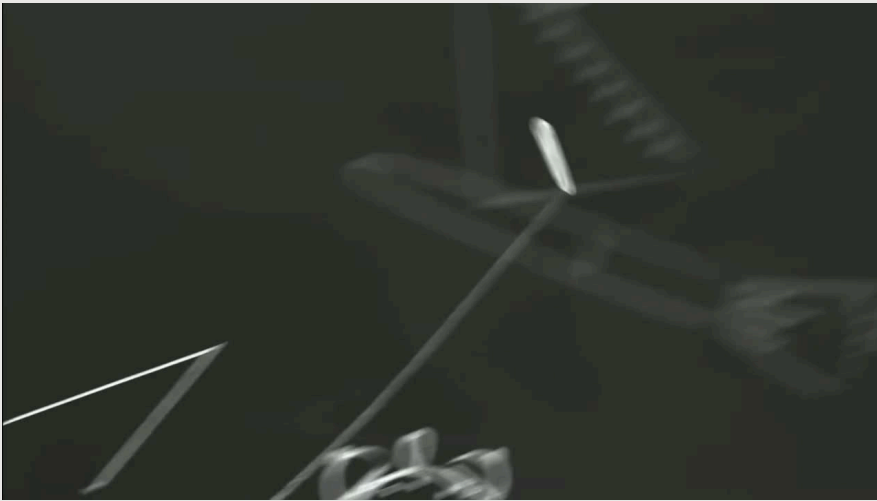


For Adapot Vlog 2.0 Outro



Video Editing

This Video is Edited in Filmora Go.



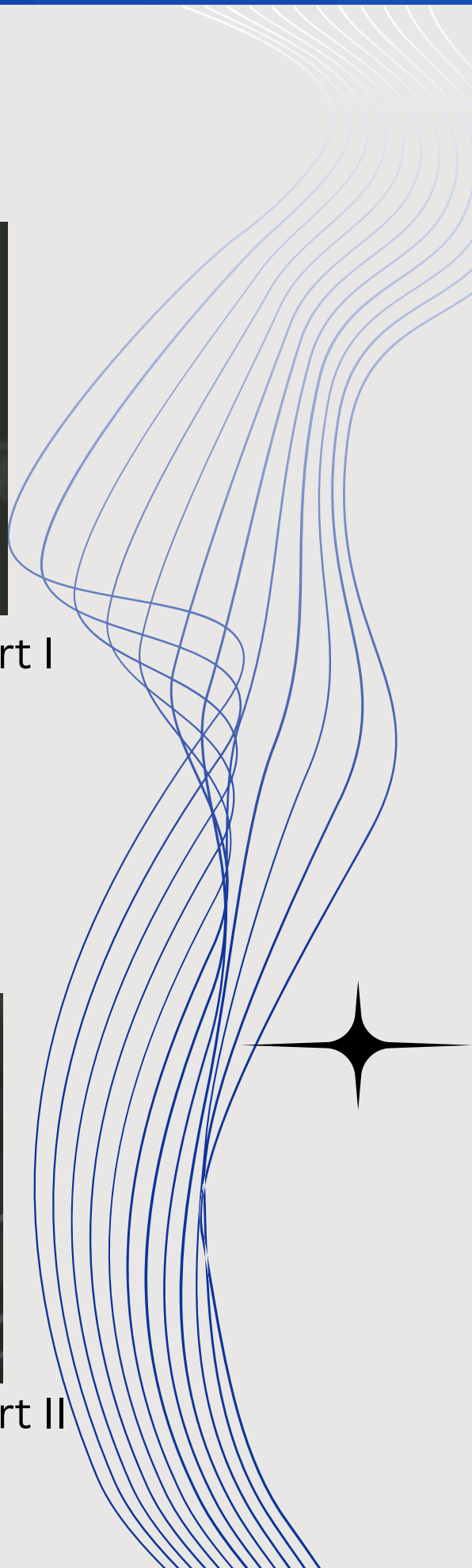
For Zen's Informative TV Show! Part I



This Video is Edited in Filmora Go
& Using AI.



For Zen's Informative TV Show! Part II



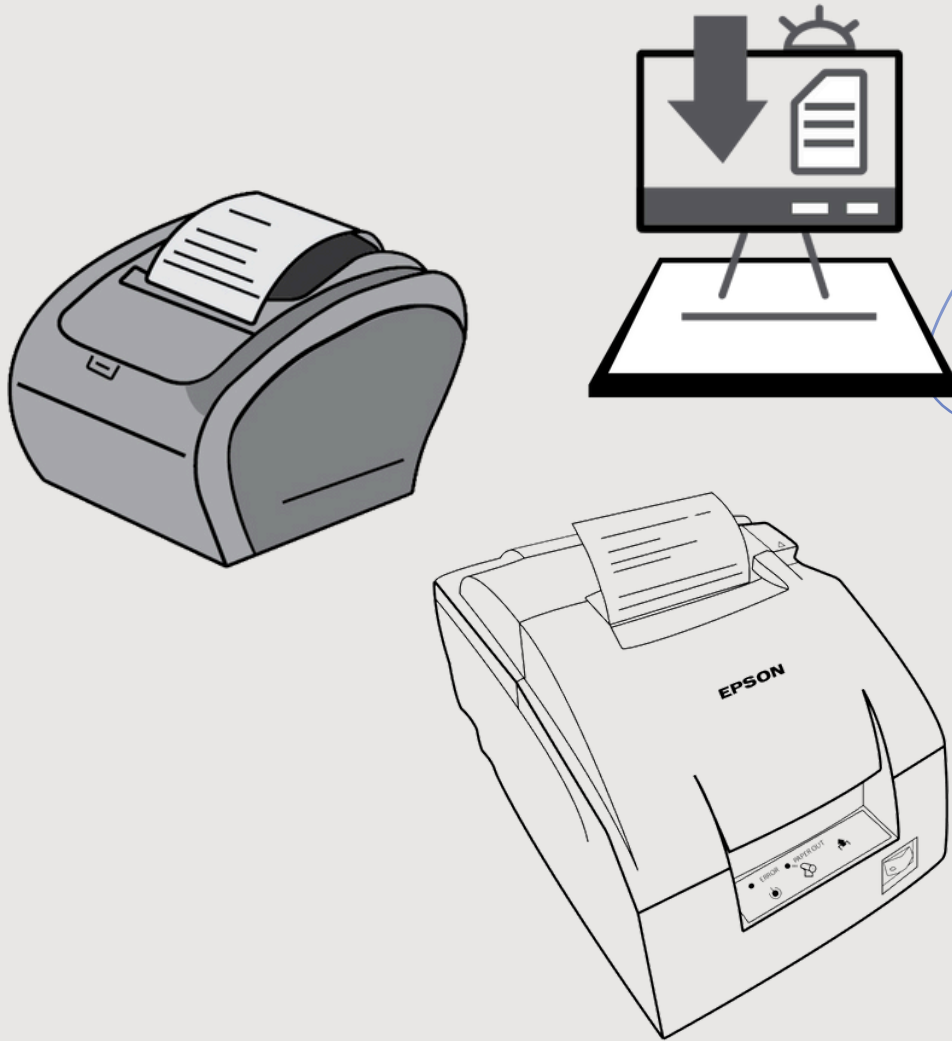
Vector Art Graphic Design

The following is made and designed in Adobe Illustrator.



Vector Art Graphic Design

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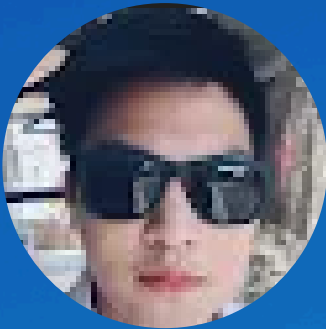
TESTIMONIALS



MR. DANIEL PENTIKIS

President/CEO | Honey Bees Roofing & Solar

Awesome work, thank you so much!



MR. JOHN ZYRELLE CARLOS

Saikicks Sneaker Savior Business Manager

Good thing that I know you!. Thank you very much you are such as good designer.



MR. ROMEO COBRETA

IT/Admin Staff of Inner SPARC Realty Corp.

You are good at thinking about how you will lay out the design; you were the only one who gave different options.

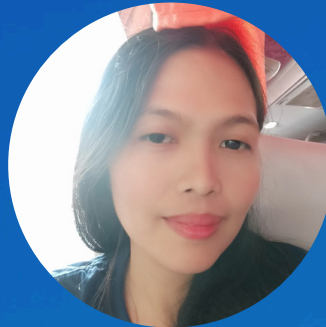
TESTIMONIALS



MRS. ZENAIDA MALLARI

Professor in Camarin, High School

Thank you! you are amazing for editing my video for my student.



MRS. LANNIE ALVAREZ

Client of Adapot Vlog 2.0

You finish your job within the day I need it. Thank you for making my daughter intro vlog better.



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Marc Nathaniel Valdez



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