



DWIGHT BUMA-AT

General Virtual Assistant/ Aspiring IT



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www.reallygreatsite.com

PROFESSIONAL SUMMARY

I am a highly motivated and detail-oriented aspiring Virtual Assistant, dedicated to supporting business owners with day-to-day administrative, technical, and virtual tasks. Known for being a fast learner and efficient worker, I take pride in delivering quality results, staying organized, and adapting quickly to new tools. My goal is to reduce workload, improve workflows, and contribute to the overall success of the business I support.

EDUCATION

2022 - 2025 (ongoing)

Ateneo de Davao University

Bachelor of Science in Information Technology

- Consistent Dean's Lister
- GIA (Grants-in-Aid) Scholar
- Team leader in thesis and web-based system projects

2020 - 2022

Saint Mary's College

Senior High School – STEM Strand

- Studied computer science, physics, advanced math
- Completed research-based projects

2016 - 2020

Saint Mary's College

Junior High School

- Strong academic performance
- Active in clubs and extracurriculars

PROJECT EXPERIENCE

2024 - 2025

Systems Integration
Architecture

E-Commerce Website – Bare Bears Kadayawan

- Developed full-stack system with Ordering, Booking, POS, and Inventory modules
- Front-end built with HTML, CSS, and responsive layout techniques
- Back-end powered by Python Django and Supabase (cloud database)
- Created product upload features and admin dashboard design

2024 - 2025

Capstone Project

Complaint Management System (CMS) – Davao Barangays

- Web-based platform for complaint tracking and status monitoring
- Designed UI for residents, staff, and admins using HTML, CSS, and JavaScript
- Backend logic using Django (Python) and Supabase for data storage
- Focused on workflow automation and reporting features

SKILLS

- Google Workspace (Docs, Sheets, Drive)
- Microsoft Office (Word, Excel, PowerPoint)
- Canva for Basic Design
- Zoom / Google Meet
- Email & Calendar Management
- ChatGPT / AI Tools
- HTML, CSS, JavaScript
- Python Django (Beginner-level)
- Supabase (Basic database management)
- Time Management & Organization
- Strong Attention to Detail
- Fast Learner & Adaptable
- Team Player & Independent Worker
- Strong Communication Skills
- Problem Solving & Client-Focused
- Willing to be Trained