

Eldy Soriano II

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Objective

Seeking a Virtual Assistant job where I can apply my skills in data management, workflow automation, and administrative support to contribute to efficient business operations while continuing to grow professionally

Skills

- **Administrative & Productivity:** Calendar & Email Management, Social Media Management, Google Workspace, Microsoft Office Suite
- **Data & Analytics:** Data Entry, Data Management, Data Analysis, Microsoft Excel (Formulas, Pivot Tables), Google Sheets, Airtable
- **Automation & CRM:** Workflow Automation (Zapier, Make, n8n), Pipedrive, HubSpot
- **Programming & Web:** Python (Data Cleaning, Scripting), HTML, CSS, JavaScript, TailwindCSS
- **Design & Content:** Canva (Graphic Design, Content Creation), CapCut (Video Editing)

Experience & Projects

Work Immersion Intern – Urdaneta City National High School | 2023

- Computed and organized student grades using Excel.
- Assisted teachers by preparing grade reports and ensuring data accuracy.

Social Media Content Management (Volunteer) – 2019 - 2022

- Created and posted lyrical edit videos using Alight Motion and CapCut.
- Designed graphics in Canva and scheduled posts consistently.

Personal Portfolio Website – Developed a responsive portfolio using HTML, CSS(tailwind) and JavaScript

Automated Lead Management System – Built a Make workflow with Typeform and Pipedrive to capture leads, check for existing names/organizations, and only create new records when none exist.

Automate Patient Appointment Booking and Confirmation – Built an appointment booking workflow with Make, where patients submit symptoms via Google Form, Airtable routes them to the right specialist, Gmail notifies the doctor, and patients receive confirmation emails automatically.

Education

ABE International College
Bachelor of Science in Information Technology

2024 - Present

Certificate/Courses

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| • Cisco: Programming Essentials in C++ (Partner CPA) | 2024 |
| • CCNA: Introduction to Networks | 2025 |
| • C++ Advanced (Cisco-certified) | 2025 |

LANGUAGE:

Filipino - native

English - basic