

ELWISON L. DENAMPO

VIRTUAL ASSISTANT

Organized and dependable professional with strong administrative and multitasking skills. Proficient in Microsoft Office, Canva, and basic digital tools to assist in virtual operations. Adept at problem-solving, working under pressure, and handling multiple tasks efficiently. Strong interpersonal skills, adaptability, and a keen eye for detail ensure quality support and assistance in various administrative roles.

SKILLS

- Computer Literacy (10+ years)
- Multitasking (5-10 years)
- Interpersonal Communication (5-10 years)
- Problem-Solving (5-10 years)
- Team Leadership (5-10 years)
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Canva Proficiency
- Basic Photo and Video Editing
- Task and Schedule Management
- Active Listener & Open-Minded
- Adaptability in Different Environments
- Ability to Work Under Pressure

EDUCATION

- **CEBU INSTITUTE OF TECHNOLOGY - UNIVERSITY**
College Undergraduate
Bachelor of Science in Computer Engineering
- **UNIVERSITY OF CEBU - SHS MAIN CAMPUS**
Senior High School
STEM Strand

EXPERIENCE

- Teaching Assistant (Part-Time) - 2019 - 2020
- Supervised and assisted in computer classes
 - Taught Mathematics to students from grades 7 - 9

REFERENCES

Julian N. Semblante
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