

Lor Frederick James R. Aquino

Freelance Virtual Assistant

lorongxz.wfh@gmail.com | www.linkedin.com/in/lorongxz | Philippines

SUMMARY

Freelance Virtual Assistant and Excel Analyst with advanced computer and typing skills, strong email and digital task management knowledge. Expert in technology and basic software, including Google Workspace and Microsoft Office Suite. Known for excellent time management, multitasking, and problem-solving abilities. Skilled at handling time-sensitive tasks, maintaining high accuracy, and adapting quickly in fast-paced remote environments. Eager to provide executive-level support and deliver reliable results for international clients

EXPERIENCE

Freelance Excel Analyst – Academic Study

Aug 2025 - Present (<1 month)

- Managed and standardized dataset entries in Excel, improving accuracy and consistency of reports.
 - Designed interactive dashboards and automated reports to support data-driven decision-making.
 - Delivered reliable outputs in a remote setting, demonstrating independence, adaptability, and accountability.
-

EDUCATION

Bachelor of Computer Science from Filamer Christian University

- Expected Jul 2026 | Dean's Lister (2022 – Present) | Candidate for Latin Honors
-

CERTIFICATIONS

Bachelor of Computer Science from Filamer Christian University

- Introduction to Modern AI – Cisco Networking Academy (Jun 2025)
 - Fundamentals in Statistics with MS Excel – Data Analytics Philippines (May 2025)
 - Fundamentals of Python – Data Analytics Philippines (Apr 2025)
-

SKILLS

- Email and Calendar Management
 - Tech Savvy
 - Data Management
 - Google Workspace & Microsoft Office Suite
 - Time Management, Problem Solving, Adaptability, Attention to Detail
 - Video and Photo Editing, and Graphic Design
-

