

Lor Frederick James R. Aquino

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SUMMARY

Freelance Virtual Assistant and administrative professional with strong computer, typing, and data management skills, experienced in remote academic and administrative work. Proficient with Google Workspace, Microsoft Office, and basic productivity tools, consistently delivering accurate reports, organized files, and well-managed calendars in fast-paced online environments. Known for reliable time management, problem solving, and communication, and motivated to support clients with dependable, high-quality results across international and local projects.

EXPERIENCE

Freelance Excel Analyst – Academic Study

Aug 2025 - October 2025

- 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.
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EDUCATION

Bachelor of Computer Science

from Filamer Christian University

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

CERTIFICATIONS

- 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)
 - Financial Management Essentials – DisasterReady.org (Nov 2025)
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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
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