

Ron Jay C. Ayup

*Tech-Forward Virtual Assistant & Data Analyst
Manabo, Cordillera Administrative Region, Philippines*

Professional Summary

Highly adaptable professional bridging the gap between complex data management and compelling digital media. Proven track record as a Data Controller III, specializing in real-time tracking, Google Sheets automation, and interactive data visualization. Brings a multi-disciplinary approach to problem-solving, combining analytical precision with creative storytelling to optimize administrative operations and drive team efficiency.

Professional Experience

Data Controller III

Department of Health (DOH) | Cordillera Administrative Region

- Data Architecture & Automation: Engineered and maintained comprehensive Google Sheets trackers to monitor the National Immunization Program (NIP), streamlining data collection for vital initiatives including COVID-19, Flu, and School-Based Immunizations.
- Dashboard Development: Developed the Abra SBI Dashboard, a real-time geospatial monitoring system utilizing Python, Streamlit, and Plotly to synthesize complex provincial vaccination coverage data.
- Visual Design & Cartography: Conceptualized and designed high-impact visual assets, mapping, and event collateral (including the Heart Smart Celebration 2026) using Canva for disaster risk reduction programs.
- Multimedia Production: Directed, edited, and produced engaging video content tailored for YouTube, TikTok, and Facebook Reels using Premiere Pro, CapCut, and After Effects.

Technical Skills

- Data & Analytics: Python, Streamlit, Plotly, Google Sheets Automation, Google Workspace APIs.
- Creative & Multimedia: Video Editing (Premiere Pro, CapCut, After Effects, Filmora), Graphic Design (Canva), Cartography.
- Administrative Support: Workflow Automation, Real-time Reporting, Logistics Tracking, Cross-functional Communication.