

ANTHONY SERGO

☎ +233 549 070 835 | ✉ anthonysergo9@gmail.com

🌐 [Portfolio](#) | [LinkedIn](#) | [GitHub](#)

✦ SUMMARY

- Versatile and Results-driven Virtual Assistant with multidisciplinary expertise spanning General Agriculture, Python programming, Machine Learning, SQL, and Environmental Health and Safety Management.
- Adept in applying ML models, performing data analysis, and ensuring data-driven decision-making.
- Adept at combining strong technical capabilities with organizational efficiency to streamline processes, manage projects, and deliver high-quality service.
- Well-versed in Environmental Health and Safety Management principles including risk assessment, regulatory compliance, and workplace safety standards.

🎓 EDUCATION

- **University of Cape Coast**

Bachelor of Science in General Agriculture

January 2020 – November 2022

- **College of Agriculture**

Diploma in General Agriculture

August 2016 – June 2019

- **UniAthena**

Diploma in Environmental Health and Safety Management —

Completed (Certificate Pending)

June 2025

✦ VOLUNTEER ACTIVITIES

Freelance Virtual Assistant

September 2024 – April 2025

- Provided comprehensive administrative support, including managing schedules, organizing travel plans, and handling email communications for diverse clients.
- Successfully managed over 10 projects simultaneously, improving client satisfaction and maintaining high service delivery standards.
- Implemented workflow optimizations that increased efficiency by 20%.

SKILLS

Technical Skills:

- **Python Programming:** Adept in building web applications using Flask, utilizing APIs, creating graphical user interfaces (GUIs), and performing data visualization with Matplotlib.
- **Microsoft Office Suite:** Expert in Word, Excel, and PowerPoint.
- **Task Management:** Skilled in Trello and Asana for project tracking.
- **Machine Learning:** Knowledge of descriptive statistics (mean, median, mode, percentiles, data distribution, standard deviation), as well as linear, polynomial, and multiple regression, data scaling, and model evaluation (train/test splitting) using Python libraries such as scikitlearn, Pandas, NumPy, and Matplotlib.
- **SQL (Basic):** Writing queries, filtering, sorting, joining tables, and data manipulation using SELECT, WHERE, SELECT DISTINCT, ORDER BY, and more.
- **General Agriculture:** Extensive knowledge and practical experience.

Soft Skills:

- **Time Management:** Proven ability to prioritize tasks and meet deadlines.
- **Communication:** Excellent written and verbal communication skills.
- **Problem-solving:** Strong analytical skills for troubleshooting and solution development.
- **Attention to Detail:** Meticulous approach to task execution and quality control.

CERTIFICATIONS AND TRAINING

- **ALX AI-Augmented Professional Development**
Alx Ghana | April 2024
- **Jobberman Soft Skill Training**
Jobberman | August 2024
- **ALX Virtual Assistant**
Alx Ghana | September 2024
- **Digital Skills: Became a Successional Global Gig Worker** Jobberman | September 2024
- **Python Programming (Beginner & Intermediate)**
Cisco Networking Academy | January 2025 (Certificate Pending)

- **ALX Professional Foundation**
Alx Ghana | October 2024
- **Machine Learning & Python Programming (Backend)**
W3Schools | Present
- **SQL Fundamentals**
W3Schools | Present