

ANTHONY SERGO

+233549070835 |

anthonysergo9@gmail.com

my-flask-portfolio.onrender.com

| www.linkedin.com/in/anthony-sergo1

SUMMARY

- Results-driven Virtual Assistant with a solid background in administrative support, General Agriculture, ML, and Python programming.
- Skilled in enhancing productivity through efficient task management, workflow optimization, and innovative use of AI tools.
- Adept at managing multiple projects, streamlining processes, and delivering exceptional client service.

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

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:** Proficient 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 scikit-learn, Pandas, NumPy, and Matplotlib.
- **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.

Google Workspace:

- Proficient in Gmail, Google Drive, Google Docs, Google Sheets, Google Slides, Google Meet, Google Calendar, and Google Chat.

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

- **ALX Professional Foundation**

Alx Ghana | October 2024

- **Machine Learning & Python Programming (Backend)**

W3Schools | June 2025