ANTHONY SERGO

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SUMMARY

- Results-driven Virtual Assistant with a solid background in administrative support, General Agriculture, 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 support.

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 - Present

- 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 Python programming, skilled in building websites, using APIs, GUI tools, and data visualization with Matplotlib.
- **Microsoft Office Suite:** Expert in Word, Excel, and PowerPoint.
- **Task Management:** Skilled in Trello and Asana for project tracking.
- **AI Tools:** Experienced with ChatGPT, Grammarly, and Canva.
- **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**

Cisco Networking Academy | Present

- **ALX Professional Foundation**

Alx Ghana | October 2024

LANGUAGES
- **Twi -** Native

- **English -** Conversational