

ANTHONY SERGO

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

✦ SUMMARY

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- 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

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- **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
June 2025 (Certificate Pending)

✦ 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, variance, and 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.