



ALBERT PINGOL

VIRTUAL ASSISTANT

CONTACT

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SKILLS

- Public Relations
- Time Management
- Good Communication
- Critical Thinking
- Computer skills

TECH SKILLS/TOOLS

- Microsoft Word, Excel, PowerPoint
- Google Docs, Google Sheets
- Canva, Figma, Draw.io
- Remove.bg, Photoroom
- PDF/Media Conversion
- CapCut, Google Vids, KineMaster
- Zoom, WhatsApp, Microsoft Teams
- Microsoft Ads

WEB & PROGRAMMING:

- Visual Studio Code
- HTML, CSS, JavaScript
- Basic PHP
- Eclipse, MySQL, Xampp
- Android Studio (Basics)
- Basic Web Builder
- Git, Netlify

LANGUAGES

- English , Tagalog, Bisaya



PROFILE

Detailed-oriented and analytical IT practitioner with a strong interest in eCommerce and digital marketing. Experienced in administrative support, data tracking, and using digital tools to improve workflow. A fast learner with a proactive mindset and clear communication skills, ready to leverage technical academic training to contribute to a results-driven team.



WORK EXPERIENCE

St. John Paul II College of Davao

2023 - 2026

School Administrator

- Managed student records, enrollment documents, and academic files with accuracy and confidentiality.
- Prepared reports, correspondence, and official documents as required by the administration.
- Prepared source data for computer entry by compiling and sorting information.

Private Tutor

2020 - 2022

- Helped students prepare for tests and exams by providing guidance, motivation, and encouragement.
- Collaborated with students to complete homework assignments, identify lagging skills, and correct weaknesses.
- Guided students through problem-solving exercises designed to build critical thinking skills essential for academic success.

Graphic Designer/Data Encoder

2021 - 2026

- Designed visual materials using Canva, Draw.io, PowerPoint, and other tools, creating engaging graphics for various projects.
- Performed data encoding, organization, and management using Microsoft Word, Excel, Google Docs, and Google Sheets with accuracy.
- Built simple and basic websites using Figma, HTML, CSS, and JavaScript to support projects and personal initiatives.



EDUCATION

Bachelor of Science in Information Technology

2023 - Present

St. John Paul II College of Davao

Consistent Dean's Lister

Senior High School Graduate

2021 - 2023

Strand - STEM | Bernardo D. Carpio NHS

With High Honors



REFERENCE

Jessa Mae Doromal

Google Ads Specialist, Smartebusiness

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