



# ALBERT PINGOL

VIRTUAL ASSISTANT

## CONTACT

- +639631275302
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- Cabantian, Davao City
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## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Good Communication
- Critical Thinking
- Digital Marketing

## LANGUAGES

- English
- Tagalog
- Bisaya

## REFERENCE

Jessa Mae Doromal  
Smartebusiness/Google Ads Specialist  
Phone: 09468512804



## PROFILE

Detail-oriented and analytical professional with a strong interest in eCommerce and digital marketing. Experienced in administrative support, data tracking, and using digital tools to improve workflow. Fast learner with a proactive mindset and clear communication skills, ready to contribute to a results-driven marketing team.



## WORK EXPERIENCE

**St. John Paul II College of Davao** 2023 - 2026  
School Administrator

- Manage student records, enrollment documents, and academic files with accuracy and confidentiality.
- Prepare 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

**Grahic Designer/Data Encoder** 2021-2026

- Designed visual materials using Canva, 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 websites and digital presentations to support projects and personal initiatives.



## EDUCATION

**Bachelor of Science in Information Technology** 2023 - 2026  
St. John Paul II College of Davao  
Consistent Dean's Lister

**Senior High School Graduate** 2021 - 2023  
Srand - STEM | Bernardo D. Carpio NHS  
With High Honors