

ALBERT PINGOL

VIRTUAL ASSISTANT



CONTACT

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📍 Cabantian, Davao City

🌐 albertpingol.netlify.app

SKILLS

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

LANGUAGES

- English
- Tagalog
- Bisaya

REFERENCE

Jessa Mae Doromal

Smarterbusiness/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

Graphic 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

Strand - STEM | Bernardo D. Carpio NHS

With High Honors