






GHEORGIA CYRILLE VIPINOSA

Bachelor of Science in Information Technology

Dedicated and results-driven Information Technology student with a comprehensive background in software development. Proven ability to design and implement innovative IT solutions to meet organizational needs. Seeking a challenging position in a dynamic IT environment where I can contribute my expertise to enhance efficiency, drive technological advancements, and achieve strategic goals.

Contact

-  +63-997-600-7061
-  cyrillevipinosa@gmail.com
-  Purok 5 Lalaan II Silang, Cavite

Personal

● Date of Birth

February 02, 1999

● Place of Birth

Cavite City

● Nationality

Filipino

Education






● Secondary Education

Noveleta National High School
2011-2015
Noveleta, Cavite

● Tertiary Education

Lyceum of the Philippines University
Undergraduate
Mangahan General Trias, Cavite

Skills

- Organized 
- Communication 
- Teamwork 
- Meeting deadlines 
- Critical thinking 

Experience

● Accounting

Gourmet Farms

Jan 2019 - Feb 2021

- Generated invoices and follow-up with clients for payments
- Maintained all financial records and ensure it is GST compliant using QuickBooks
- Created a quarterly profit-and-loss statement
- Developed a handbook for maintaining financial records
- Generated yearly balance sheets for filing income tax returns

● Virtual Assistant

TW Group

Sept 2022 - Ongoing

- Scheduled and organized 50+ appointments weekly, leading to a 60% improvement in time management
- Composed and edited 30+ corporate emails daily, improving office communication by 70%
- Managed a virtual project, saving company 20% on overhead costs.

Technical Skills

Management Tools: Slack, Upwork, Microsoft Teams, Zoom
Office Software: Microsoft Office Suite, Google Workspace, Adobe Acrobat, QuickBooks
Programming: C++, Visual Basic, JavaScript, Python
Operating Systems: Windows, Mac OS, iOS, Android

Language

English



Filipino

