

IAN NEIL PEPE

VIRTUAL ASSISTANT

EDUCATION

2020 - PRESENT

BS INFORMATION TECHNOLOGY

Pamantasan ng Lungsod ng Valenzuela

Maysan Road cor. Tongco St.,
Maysan, Valenzuela City



CONTACT ME

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Valenzuela City

+639083461696

ABOUT ME

Virtual Assistant and IT student with hands-on OJT experience, skilled in organization, communication, and technical problem-solving, driven to learn and grow in the IT field.

INTERESTS



Programming



Gaming



LANGUAGE SKILLS

English

Tagalog

PERSONAL SKILLS



Web Design



Design Thinking



Back End Coding



Wireframe Creation



Problem-Solving



Computer Literacy



Project Management Tools



Strong Communication

WORK EXPERIENCE

NOWSTAFF VIRTUAL ASSISTANCE SERVICES, OPC.

Executive Virtual Assistant

September 2024 - Present

TRANSPARENTBPO, INC.

Sales Agent

February 2023 - July 2024

DOYEN INTERNATIONAL TRADING CORP.

Intern - Accounting Department

June 2025 - October 2025

CONCENTRIX CVG INC., PHILIPPINES

Advisor I - Retail and Finance

June 2021 - December 2022