



DREXELL JOHN JOSEPH MINGO

Information Technology Graduate

Motivated and detail-oriented recent IT graduate seeking to begin a career as a Virtual Assistant. Eager to leverage organizational, communication, and technical skills to support administrative tasks and enhance team productivity.

CONTACT

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EDUCATION

La Salle University - Ozamis

Bachelor of Science in
Information
Technology
(2019-2024)

SKILLS

- **Administrative Proficiency:** Email and calendar management, task prioritization.
- **Technical Tools:** Microsoft Office Suite, Google Workspace, Canva, and basic CRM knowledge.
- **Communication:** Strong written and verbal communication skills.
- **Organizational Abilities:** Efficient time management, multitasking, and attention to detail.
- **Adaptability:** Quick learner with a flexible approach to new tasks and feedback.

WORK EXPERIENCE

Appointment System Project

Internship at ResponsivCode Technology Solutions Inc.

- Developed an online scheduling tool to improve efficiency, providing hands-on experience in project planning and user-oriented design.

Data Entry

Upwork(2022)

ADDITIONAL SKILLS

- Typing Speed: 60 WPM
- Familiarity with basic project management and productivity tools
- Customer-oriented mindset and commitment to quality