

# SOFHIA NICOLE ARDIENTE

Aspiring Data Science Professional

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 Bacoor, Cavite, Philippines

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## ABOUT ME

Strong analytical mindset and fast learner with practical programming and real-world experience. Excellent communicator and team player passionate about technology and growth in virtual assistance and web development fields.

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## EDUCATION

University Of Perpetual Help System Dalta - Molino | 2025 - Present

### Bachelor of Science in Computer Science with Specialization in Data Science

University Of Perpetual Help System Dalta - Molino | 2023 - 2025

### Senior High School STEM strand

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## WORK EXPERIENCE

Hyundai Insurance | Feb 2025 – July 2025

### General Virtual Assistant

- Improved issue resolution efficiency by 25% through client technical support and creative problem solving
- Coordinated schedules and appointments, increasing client adherence rates by 30%
- Assisted in daily administrative duties to boost team productivity

FECS Food Hub Inasal | 2024 – 2025

### Store Marketing Assistant

- Monitored sales data and campaigns contributing to a 15% increase in customer engagement
- Developed and executed marketing initiatives improving campaign effectiveness by 20%

CIA Glam Cosmetics | 2021 – 2022

### Data Encoder

- Accurately entered and maintained customer records and invoices, reducing errors by 15%
  - Streamlined invoice management process, decreasing retrieval time by 20%
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## SKILLS

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|---|------------------------------------|--|
| • Programming Languages:<br>HTML, CSS, Javascript, Python | • Task and Schedule Management     | • Collaboration and Teamwork               |
| • Data Entry and Data Encoding                            | • Marketing Strategy Execution     | • Adaptability and Quick Learning          |
| • Client Support and Communication                        | • Time Management and Multitasking | • Languages: Fluent in English and Tagalog |