

# SOFHIA NICOLE ARDIENTE

## Aspiring Data Science Professional

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📍 Bacoar, Cavite, Philippines

### 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.

### 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

### 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%

### SKILLS

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