

MARCONI DOMINYX G. ASIS

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SUMMARY

Detail-oriented and highly adaptable IT student with a strong commitment to delivering exceptional remote support. My experience in Virtual Assistance and Admin Support has provided a foundational understanding of managing digital communications and resolving inquiries efficiently. I am determined to master the provision of timely, accurate, and professional email responses, leveraging strong problem-solving skills and a hardworking mindset to maintain a positive brand experience.

PROFESSIONAL EXPERIENCE

Student Assistant | Innovation, Data Empowerment & Analytics Jan 2023 - Dec 2025

- Provided essential administrative and technical support for office operations, ensuring effective record-keeping and data integrity.
- Assisted in creating reports and analyzing survey data, demonstrating strong attention to detail and proficiency in data management.
- Supported software testing and troubleshooting, developing skills in diagnosing issues and providing clear technical resolutions.

Discord Moderator

Oct 2021 - Present

- Built and launched multiple Discord servers from the ground up, managing all technical setup, roles, and channels.
- Managed daily member feedback and inquiries, consistently providing clear, timely, and professional responses to foster a positive environment.
- Maintained and updated server systems and security protocols, ensuring reliable and smooth operation for all users.

SKILLS

TECHNICAL	PROFESSIONAL	SOFT SKILLS
Microsoft Office	Virtual Assistance	Communication
Google Workspace	Community Moderation	Problem-Solving
Canva	Social Media Management	Adaptability
Python	Content Creation	
Basic HTML/CSS/JAVASCRIPT	Event Coordination	
Data Analysis		
GPT		
AI Tools (Blotato, ElevenLabs)		

EDUCATION

Bachelor of Science in Information Technology

2023 – Present

Father Saturnino Urios University

- Process Design, Project Management, Web Development, Database Management, Systems Analysis & Design

ADDITIONAL INFORMATION

- Languages:** English, Filipino, Cebuano
- [Certificates](#)