# MARCONI DOMINYX G. ASIS

Agusan Pequeno, Butuan City, Philippines | marconidominyx@gmail.com | **Portfolio Website**

## SUMMARY

Detail-oriented IT student with experience in virtual assistance, community moderation, admin support, and social media. Skilled in communication and problem-solving, with a passion for tech, content creation, and building meaningful online communities.

## PROFESSIONAL EXPERIENCE

**Student Assistant**                                                                 **Jan 2023- Present**
- Provided administrative and tech support for office and academic functions
- Assisted in creating reports, analyzing survey data, and testing software
- Supported university-led startup projects and business development activities

## 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 | Event Coordination | |
| Data Analysis | | |
| ChatGPT | | |
| 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                                                          **Certificates**

- **Languages:** English, Filipino, Cebuano
- **Certifications:** Statistics Foundations 1: The Basics, Introduction to Python, Introduction to Javascript, Programming Foundations: Fundamentals, Introduction to Web Design and Development, Introduction to C, Economic Tips for Everyone, Algorithmic Trading and Stocks Essential Training, Understanding Capital Markets, Programming Foundations: Fuzzy Logic, Coffee Copywriting Course, Social Media Management, WordPress and Marketing Course, Graphic Design with Canva Course, Free CCNA 200-301 Course: Network Fundamentals, Subnetting Made Easy, Explosive Social Media Growth with ChatGPT & Olly Social, Networking Essentials, Web Hacking For Beginners, HTML & CSS - Certification Course for Beginners, Learn Blockchain and Cryptocurrency from Beginning, YGG Certificates
- **Awards/Activities:** Digital Careers Expo (DCE) - Butuan, Data Science in Action: Solving Real-world Problems, Safer Internet Day, Fundamentals of Blockchain, Understanding WEB 3.0, Digital Awareness,