MARCONI DOMINYX G. ASIS

Agusan Pequeno, Butuan City, Philippines | marconidominyx@gmail.com | **https://khoni.tech/**

SUMMARY

Adaptable with hands-on experience in administrative support, virtual assistance, and online community management. Skilled in handling digital communications, responding to inquiries professionally, and supporting data-related tasks such as reporting and survey analysis. Reliable, detail-oriented, and committed to continuous learning, with a strong focus on delivering accurate and dependable support.

PROFESSIONAL EXPERIENCE

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

- Provided administrative and technical support for daily office operations, ensuring accurate record-keeping and data integrity.
- Assisted in creating reports and analyzing survey data, demonstrating strong attention to detail and basic data analysis skills.
- Supported software testing and troubleshooting, developing the ability to identify issues and communicate clear technical solutions.

Discord Moderator   Oct 2021 - Present

- Built and launched multiple Discord servers from the ground up, handling full technical setup including roles, permissions, and channels.
- Managed daily member inquiries and feedback, providing clear, timely, and professional responses to maintain a positive community environment.
- Moderated discussions and enforced community guidelines to ensure respectful and safe interactions.
- Maintained and updated server systems and basic security protocols to ensure smooth and reliable operations.

VOLUNTEER EXPERIENCE

UI/UX Design Assistant | Innovation, Data Empowerment & Analytics   Jan 2025 - May 2025

- Supported the UI design of DIOSys, a web-based management system used for internal records and operations.
- Helped create screen layouts and basic design components using Figma based on project requirements.
- Reviewed design flow with teammates and made small adjustments to improve clarity and ease of use.
- Participated in discussions on how users would navigate and manage information within the system.

Kit Register | Philippine Statistics Authority (PSA)   September 2021

- Assisted in the National ID registration process during the pandemic.
- Accurately recorded personal data of registrants and verified information for completeness and correctness.
- Captured ID photos following official guidelines and supported citizens throughout the registration process.
- Maintained confidentiality and handled sensitive personal data with care and professionalism.

Data Encoder | Private Research Institute   August 2021
- Encoded and organized survey data collected during field research activities.
- Verified data accuracy and corrected inconsistencies to ensure reliable results.
- Assisted in basic data analysis and preparation of datasets for reporting.
- Maintained confidentiality and proper handling of collected research data.

Survey Research Volunteer | Private Research Institute   June - July 2021
- Assisted in conducting a local survey during the pandemic related to voter preferences in the Butuan City elections.
- Helped with data collection, basic data recording, and organization of survey responses.
- Ensured accurate documentation and respectful interaction with respondents.

ACADEMIC EXPERIENCE

- Created basic UI mockups using Figma for school projects.
- Assisted in planning simple system concepts such as booking and school management systems.
- Learned basic system structure concepts, including front-end and back-end interaction.
- Worked with classmates on group projects and met academic deadlines.

EDUCATION

Bachelor of Science in Information Technology   2023 – 2026
Father Saturnino Urios University

Bachelor of Computer Science   2019 – 2021
AMA Computer Learning Center (ACLC)

SKILLS

Technical
- Microsoft Office (Excel, Word, PowerPoint)
- Google Workspace (Docs, Sheets, Drive)
- Basic Data Analysis and Reporting
- Canva (basic graphic design)
- Basic HTML, CSS, JavaScript
- Basic Python
- AI Tools for productivity (GPT, ElevenLabs)

Digital & Community Skills
- Social Media Management (Facebook, Instagram)
- Content Creation for Social Media
- Basic Facebook Ads Management
- Online Community Moderation and Support

Soft Skills
- Clear Written and Verbal Communication
- Attention to Detail
- Problem-Solving
- Adaptability
- Time Management

ADDITIONAL INFORMATION   **Certificates**

- Microsoft Office Specialist: Excel Associate (Office 2019)
- Microsoft Office Specialist: Access Expert (Office 2019)
- Network Technician Career Path
- Languages: English, Filipino, Cebuano

REFERENCES

Eltimar T. Castro Jr.	Ara Calo	Nickhole Carl Capon
FSUU IDEA Director	FSUU IDEA Admin Staff	PhilSys Registration Kit Operator
0966 460 6782	0963 343 1316	0906 395 4117