

# Marconi Dominyx Asis

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- Butuan City, Agusan Del Norte, Philippines
- [Portfolio](#)

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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.

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## CERTIFICATIONS & PROJECTS

Multiple certifications in virtual assistance, social media, and productivity tools.

- [Certification Google Drive Folder](#)

Urian Society – Discord Community Creator  
2023 – Present

- Created and moderated a themed server for events, self-expression, and peer learning

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## VOLUNTEER WORK

Freelance Tech Help / Peer Support

- Helped classmates and online friends with document formatting, resume creation, and email writing
- Moderated Facebook group discussions around tech, lifestyle, and wellness

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## EDUCATION

Bachelor of Science in Information Technology

Father Saturnino Urios University  
2023 – Present



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## EXPERIENCE

### Student Assistant

IDEA – Father Saturnino Urios University  
January 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

### Discord Moderator/Social Media Manager

Kings Emporium Community  
Oct 2021 – Aug 2024

- Managed a 500+ member Discord community and Twitch presence
- Organized online events and coordinated content strategies
- Moderated live chats and created a safe, welcoming environment

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## SKILLS

- Virtual Assistance
- Community Moderation
- Social Media Management
- Google Workspace & MS Office
- Canva, ChatGPT, AI Tools (Blotato, ElevenLabs)
- Basic Programming & Data Analysis