DANNALYN CABILADAS

VIRTUAL ASSISTANT

📍 Dasmariñas City, Cavite   📞 (+63) 931-793-0976   ✉ dnnlyncblds@gmail.com

👤 About Me

A determined professional with a deep understanding of the industry, possessing strong performance capabilities and a heart committed to service. Skilled in tackling challenges, finding business solutions, and focused on achieving personal growth while contributing to team and organizational success. Committed to excellence and demonstrates proficiency in time management, communication, and collaboration

🎓 Education

Bachelor of Science in Information Technology
Philippine Christian University - Dasmariñas
Graduated: August 2023

Thesis Title:
"ETAP: Development of an Android-Based Emergency Response Management Application for the Residents of Barangay San Simon"

Relevant Coursework:
- Web Development
- Mobile Application
- Database Management System

Internship
Company: Analog Devices Philippines Inc.
Role: IT Intern
Responsibilities:
- Developed a system enabling engineers to upload their reports.
- Integrated the system with SharePoint for streamlined access and management.

Information and Communication Technology: Mobile Application and Web Development
STI College - Dasmariñas
Senior High School
Graduated: May 2019

Dasmariñas North National High School
High School
Graduated: March 2017

San Miguel Elementary School
Elementary
Graduated: March 2015

Major Achievements / Certification

Certification of Employment
GoldwinnPhil, Inc.
Programmer, Development
May 2023 - May 2024

Bachelor of Science in Information Technology Cum Laude
Philippine Christian University - Dasmarinas
Graduated: May 2023

Mastering GMAIL: Tips and Tricks for Efficient Email Management
Philippine Christian University - Dasmarinas
1st of March 2023

Technical Skills

Microsoft Office Suite
● ● ● ● ● ● ●

Communication Tools
● ● ● ● ● ● ●

Social Media Management
● ● ● ● ● ● ●

Basic Graphic Design
● ● ● ● ● ● ●

Data Entry Management
● ● ● ● ● ● ●

File Management and Sharing
● ● ● ● ● ● ●

Productivity Tools
● ● ● ● ● ● ●

Google Workspace
● ● ● ● ● ● ●

Scheduling Tools
● ● ● ● ● ● ●

General Skills

Communication Skills
● ● ● ● ● ● ●

Time Management
● ● ● ● ● ● ●

Organizational Skills
● ● ● ● ● ● ●

Adaptability
● ● ● ● ● ● ●

Confidential and Discretion
● ● ● ● ● ● ●

Work Experience

Goldwinn, Inc.
2023 - 2024
IT Administrator / Programmer Development

- **Data Collection:** Demonstrates proficiency in gathering data from diverse sources, ensuring accuracy and integrity. Skilled in extracting and synthesizing information from multiple platforms to provide comprehensive and reliable data.
- **Documentation:** Exhibits the capacity to document processes and reports clearly and concisely. This skill is crucial for effective communication within a project team, ensuring that all stakeholders are well-informed and on the same page.
- **Team Management:** Demonstrates the ability to manage a team effectively, conducting weekly meetings with managers and handling all assigned tasks for the team. Experienced in leading teams, delegating tasks, and maintaining a productive work environment.
- **Scheduling:** Proficient in scheduling interviews and meetings, ensuring all appointments are efficiently organized. Manages calendars effectively to avoid conflicts and ensure timely coordination of events.
- **Weekly Reporting:** Responsible for preparing weekly reports, providing comprehensive updates on project progress and team performance. Skilled in compiling data and insights into clear, actionable reports for stakeholders.
- **Task Coordination:** Manages online tasks to ensure visibility and monitoring by managers, facilitating effective oversight and progress tracking. Utilizes project management tools to assign, track, and report on tasks, ensuring smooth workflow and accountability.
- **Data Entry and File Management:** Performing data entry and managing files to maintain organized and accessible records.