



PATRICH FERDINAND LAGATA

Information Technology Graduate

Virtual Assistant

CONTACT ME

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🌐 [LinkedIn | Patrich Lagata](#)

EDUCATION

Bachelor of Science in Information Technology

Ama Computer Learning Center

2016 - 2021

Secondary Education

Aemilianum College Inc.

2011-2015

Elementary Education

Buhatan Integrated National School

2005 - 2011

LANGUAGE

English

Filipino (Tagalog & Bicol)

WORK EXPERIENCE

Administrative Virtual Assistant

2022 - Present

Your Outdesk Solutions (ERA Legal Law)

Barangay Capantawan, Legazpi City, Albay / Sydney, Australia

I oversee a range of responsibilities, including organizing and saving emails and documents, preparing letters and transaction paperwork, and handling secretarial tasks related to commercial law. I also transcribe important information, time-cost transactions, and create detailed files for new commercial cases. My work is supported by tools such as Microsoft Office, Google Workspace, Canva, ChatGPT, Lexis Affinity, Dropbox, PEXA, and DocuSign, which enhance my efficiency and ensure meticulous attention to detail.

Data Encoder / IT Assistant

2021 - 2022

City Social Welfare Development Office

Local Government Unit Sorsogon City

In my role, I handle data entry, database maintenance, and client file management, excelling in organizing and digitizing information with Excel and Microsoft Office. I conduct interviews and fieldwork, collaborating with local social groups to gather and analyze data. Additionally, I perform IT tasks, providing technical support and troubleshooting to enhance efficiency. My diverse skills enable me to effectively manage both administrative and technical responsibilities.

SKILLS

- **Data Management:** Data entry, database maintenance, and file organization.
- **Software Proficiency:** Microsoft Office, Google Workspace, Canva, Photoshop, ChatGPT, Lexis Affinity, Dropbox, PEXA, DocuSign, Visual Studio Code, MySQL.
- **Document Handling:** Saving, preparing, and managing documents; accurate transcription.
- **Administrative Tasks:** Handling secretarial duties related to commercial law; timing transactions and managing tasks.
- **Communication:** Conducting interviews and collaborating with social groups.
- **Analytical Skills:** Performing fieldwork, analyzing data, and ensuring attention to detail.

ELIGIBILITY

- **Civil Service Exam Passer - Professional Level (2022)**
- **Philippine Red Cross EFA w/ BLS - CPR training (2022)**

PERSONAL BACKGROUND

Age:	25 years old	Civil Status:	Single
Birthdate:	11/17/1998	Height:	1.68 meters
Gender:	Male	Weight:	60 kgs
Birthplace:	Makati City	Nationality:	Filipino

RESEARCH PRESENTED / INTERNSHIP

- **HEALTHCARE MANAGEMENT SYSTEM FOR BARANGAY BIBINCAHAN**

Highlights the method of creating a system which will help the service of the Barangay Health Center.

- **INTERNSHIP AT THE DEPARTMENT OF EDUCATION DIVISION OFFICE**

Worked as an intern employee for the completion of my On-the-job training at the Department of Education Division Office Sorsogon

CHARACTER REFERENCE

Kathleen Basierto

Team Leader

Your Outdesk Solutions Corp.

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