

Alvin John A. Guzman

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Professional Summary

Detail-oriented Virtual Assistant and IT student with 3+ years of experience in administrative support, online research, and process management. Skilled in ensuring accuracy, confidentiality, and compliance in handling data and documentation. Strong background in remote collaboration, technical troubleshooting, and digital tools. Passionate about upholding high standards.

Key Skills

- Compliance Monitoring & Documentation
- Policy & SOP Implementation
- Administrative & Data Management
- Online Research & Reporting
- Attention to Detail & Confidentiality
- Tools: Microsoft Office, Google Workspace, Canva, Skype, Microsoft Teams, Zoom, WhatsApp, Visual Studio Code, Asana, Trello, Otter, CapCut, Discord, Project Management Platforms

Professional Experience

Freelance Virtual Assistant (Remote – 2020 to Present)

- Supported clients with administrative tasks, compliance checks, and process documentation.
- Managed sensitive data, ensuring accuracy and confidentiality.
- Handled content management, scheduling, and team coordination via online platforms.
- Conducted research to ensure alignment with policies and procedures.

YouTube & Discord Community Manager (2020–2021)

- Oversaw digital content uploads, engagement, and moderation to ensure compliance with platform policies.
- Created documentation, SOPs, and training materials for staff and volunteers.
- Implemented structured workflows, improving efficiency and adherence to guidelines.

Education

Bachelor of Science in Information Technology (Undergrad – 3rd Year)

AMA Computer Learning Computer Center College of Butuan, Butuan City, Philippines

Additional Information

- Excellent communication skills (written and verbal)
- Experienced in remote work and team collaboration
- Strong organizational and problem-solving abilities
- Fast-Learner and Tech-savvy
- Adaptable to new tools, processes, and regulatory updates
- Skilled in multitasking and managing deadlines under pressure
- Proactive in identifying issues and suggesting process improvements