



Cyrill Alfanta

VIRTUAL ASSISTANT

Skillful | Communicative | Reliable

Experience

Blossom Themes- *Theme Translator and Project Translation Editor*

July 2020- September 2020

Actively volunteered in the translation of all Blossom Theme (26 themes) on wordpress.org from English to Tagalog Language. Learned to understand the clients need, the source text and proofreading before submitting the project.

Magsasaka Partylist- *Office Staff*

February 2019 - May 2019

I worked here in Summer of 2019 as an office staff for a running partylist in House of Representatives. I'm responsible for clerical tasks, my educational background helps me with organizational abilities, multitasking, positive attitude and strong work ethic which a must need in this job.

North Fairview High School- *Teacher's Aide*

August 2015- March 2016

Assist and aide my highschool teacher Mrs. Marly Bombales by organizing files, typewriting, creating excel/ powerpoint/ word, paper works and other clerical tasks.

Events and Volunteer Projects

- **WordPress**- Translation Contributor for Tagalog Language
- **KOICA & partner organizations**- Organizing Committee for Equality Fun Run 2019
- **PUP Manila & IOOF Kapatiran Lodge 8**- Relief Operation Volunteer for the Victims of Taal Volcano Eruption
- **PUP SPEAK, Central and Local Student Council**- Fundraising Volunteer in IGNITE: PUP Concert for a Cause.
- **DENR and PUP Manila**- Community Volunteer for 33rd and 34th International Coastal Clean-Up
- **ACTS**- Facilitator and Event Planner of Road Safety Campaign 2019
- **PUP CTHTM Student Council**- Event Coordinator of Christmas Outreach Program 2019
- **PUP CTHTM Student Council**- Event Coordinator of Tricycle Drivers Seminar 2019
- **PUP CTHTM Student Council**- Event Coordinator of PUP College of Tourism, Hospitality and Transportation Management Semester Starter Party 2018
- **PUP CTHTM Student Council**- Event Coordinator of Philippine Festival of Dance 2019: A welcoming for Freshies
- **Our Lady of Fatima Eye and Rehab Center**- Work Immersion
- **Girl Scout of the Philippines**- Student Volunteer

Contact Details

Based: Philippines

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Summary

- A skillful, communicative and highly reliable virtual assistant. My extensive experience in volunteering activities combined with the flexibility I've gained working with various organizations has taught me adaptability and strong work ethic that I'd like to make use of in assisting my clients.
- Prepared to quickly solve and approach complex problems from different angles. Sincerely believes in planning first and falling in love with the problem.
- Currently the admin of PUP CTHTM Student Council Facebook Page.
- Cyrill's objective is to use her skills and insightful nature to lead and assist at a change-making company.

Skills

- Leadership
- Virtual Assistance
- Translation
- Volunteering
- Public Relations
- Social Media Management
- Event/ Project Management
- Editing
- Canva
- Microsoft Office
- WordPress
- Problem Solving
- Bilingual Communications
- Proofreading
- Communication
- Localization

Language and Dialects

Tagalog (Native)

Hiligaynon (Full Bilingual)

English (Full Bilingual)

Cebuano (Full Bilingual)

Education

Polytechnic University of the Philippines

Bachelor of Science in Transportation Management (2018 - 2022)

Our Lady of Fatima University

Science, Technology, Engineering and Mathematics (2016 - 2018)

Diliman Computer Technology Institute

Computer Literacy Training Program (2012 - 2013)

Certification

- Certified Advanced Microsoft Training Program Completer
- Leadership Training Seminar
- Tourism Summit 2019 Delegate
- Participant in STEM FAIR 2018 Oral and Poster Presentation
- PMMA Graduate School Symposium
- Psycho Spiritual Seminar