

RYAN RECOSOSA

VIRTUAL ASSISTANT

CONTACT

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Tambacan Iligan City LDN 9200
Philippines

EDUCATION

2023-2027

MSU - IIT

- Bachelor of Science in Information Systems

SKILLS

- Project Management
- Data Analytics
- Admin Support
- Web Development
- Email Management
- Graphic Design
- Video Editing
- Market Research
- Communication
- Critical Thinking
- Time Management

LANGUAGES

- English: Fluent
- Filipino: Fluent

PROFILE SUMMARY

I'm a Software Developer specializing in General Virtual Assistance, Data Analysis, and Web Development. I help businesses grow by effective management and delivering clean, scalable solutions — remotely, on time, every time.

WORK EXPERIENCE

2023 - NOW

Freelance Web Developer

- Self-employed / Remote
- Developed responsive landing pages and custom dashboards using React/HTML/CSS/NODE JS/SQL, improving client user engagement.

2025 - 2026

Project Assisted Data Analyst

- *Self-employed*
- Automated monthly reporting processes using Python and Power BI, reducing manual data entry time by 20%..

2024 - 2026

General Virtual Assistant

- Remote
- Handled scheduling, data-entry, inbox management, research, and CRM updates.

REMARKS

- Available for an interview at your earliest convenience. Further proof of technical skills and portfolio documentation can be provided upon request.