

# IAN NEIL PEPE

VIRTUAL ASSISTANT

## EDUCATION

**2020 - PRESENT**

**BS INFORMATION TECHNOLOGY**

**Pamantasan ng Lungsod ng Valenzuela**

Maysan Road cor. Tongco St.,  
Maysan, Valenzuela City



## CONTACT ME

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Valenzuela City

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## ABOUT ME

Virtual Assistant and IT student with hands-on OJT experience, skilled in organization, communication, and technical problem-solving, driven to learn and grow in the IT field.

## INTERESTS



Programing



Gaming



## LANGUAGE SKILLS

English

Tagalog

## PERSONAL SKILLS



Web Design



Design Thinking



Back End Coding



Wireframe Creation



Problem-Solving



Computer Literacy



Project Management Tools



Strong Communication

## WORK EXPERIENCE

**NOWSTAFF VIRTUAL ASSISTANCE SERVICES, OPC.**

**Executive Virtual Assistant**

September 2024 - Present

**TRANSPARENTBPO, INC.**

**Sales Agent**

February 2023 - July 2024

**DOYEN INTERNATIONAL TRADING CORP.**

**Intern - Accounting Department**

June 2025 - October 2025

**CONCENTRIX CVG INC., PHILIPPINES**

**Advisor I - Retail and Finance**

June 2021 - December 2022