G. NIÑO EMMANUEL G. REDOBLE

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Career Objective

Driven IT graduate and Technical Virtual Assistant adept at bridging systems administration, web management, and streamlined digital operations. Backed by hands on experience in client consulting, project coordination, and platform maintenance. Seeking a dynamic operational role to apply robust technical troubleshooting and administrative precision toward maximizing business efficiency.

Skills

Core Technical Skills:

- Administrative & Operations: Executive Support, Calendar & Email Management, Workflow Automation, Task Management (Agile/Trello/Asana), Documentation & Research.
- Technical & Web Management: Web Maintenance (React, HTML/CSS, PHP, WordPress/Laravel), Database Management (MySQL, Supabase), Cloud & IT Support (Linux, Troubleshooting).
- Software & Tools: Google Workspace, Microsoft 365, Figma, Adobe Creative Cloud, Git/GitHub, VS Code.

Professional & Project Skills

- Communication & Active Listening
- Leadership & Team Collaboration
- Project Management (Agile methodologies)
- Problem-solving & Critical Thinking
- Research & Documentation
- Time Management & Adaptability
- Creativity & Innovation

Education

BS in Information Technology — University of Science and Technology of Southern Philippines

2022 - 2026 — Graduated ***Magna Cum Laude***

Work Experience

UI/UX & System Development Intern

CEPALCO, Cagayan De Oro City | 2026

- Managed full cycle implementation and user interface design for web-based internal tools, improving operational workflow efficiency for internal teams.
- Authored comprehensive technical documentation, user guides, and system manuals to ensure seamless onboarding and operational continuity.
- Managed database configurations, system updates, and server reliability using Docker and Nginx environments.

Academic Projects Consultant

Freelance | 2021 – 2025

- Provided end to end technical virtual assistance and project consulting to 10+ clients, managing timelines, deliverables, and communication.
- Reviewed and audited technical deliverables to ensure high standards, strict compliance, and timely project completion.

Developer – Personal Projects

Academic Projects / Freelance | 2023 – Present

- Designed and developed responsive web and mobile applications using React.js and Node.js
- Collaborated using Git for version control and task management

BuyNaBay (Campus Marketplace System) | 2024 - 2026

- Coordinated a 5-member remote team using Agile workflows to manage administrative scheduling, task delegation, and project milestones.
- Administered the web platform panel, overseeing real-time content moderation, data management, and user issue resolution.

Certification & Achievements

CCNA: Enterprise Networking, Security, and Automation (Credly, 2024)

Dean's Lister (2022 - 2026) – University of Science and Technology of Southern Philippines

Volunteer Work

Tech Support Volunteer

Informal | 2022 to 2024

Provided technical troubleshooting for hardware and software issues, improving system reliability for local users.