

# Axl Troy U. Dacquel



+639324586855



dacquelaxltroy@gmail.com



Banlic, Calamba(4027), Laguna,  
Philippines

Detail-oriented and highly organized Virtual Assistant with a proven track record of providing efficient and pro-active technical and administrative support, managing tasks, and streamlining project workflows across various fields.

## EXPERIENCE

### Data Encoder & Analyst (Part-time)

UPLB - College of Human Ecology (CHE); DOST - NRCP (Project Based) | May - June 2025

- Encoding and summarizing of survey answers for Impact Assessment of the National Integrated Basic Research Agenda Programs and Projects.

### Data Encoder & Analyst (Part-time)

UPLB - School of Environmental Science and Management (SESAM) (Project Based) | April - May 2025

- Encoding and summarizing of survey answers for project: Feasibility study of water Hyacinth and wastewater treatment facilities for Pasig River and Estero de Santibañez

### Freelance Virtual Assistant - Email Management (Part-time)

Vibe of the Moment (VOTM) Photoboosts | February 2025

- Constructed email scripts to advertise VOTM's products and services to a list of companies provided weekly
- Conducted research on various companies and compiled necessary information using Google Sheets
- Created Excel templates to manage databases and keep track of progress

### English Sports News Writer (Extracurricular Activity)

The Cler Campus Newspaper Club | May 2016 - January 2020

- Drafted and wrote sports-related articles and served as a campus English sports writer.
- Analyzed live sporting events to produce concise, engaging news articles under strict 1-hour deadlines.
- Selected as the school representative for competitions in the Sports Writing category.

## EDUCATION

Bachelor of Science in Applied Mathematics

Majored in Quantitative Management and Decision Science(QMDS) / Operations Research

University of the Philippines Los Banos| 2025

## SKILLS

- Social Media Marketing and Management
- Graphic Design and Layout (Canva)
- Website Building using WordPress & Squarespace
- Email and Calendar Management
- Video Editing (Capcut)
- Content Writing and Blogging
- Project Management

## APPLICATIONS AND WEBSITES USED

- Social Media Platforms (Facebook, Instagram, Pinterest, TikTok, YouTube)
- Editing Applications (Canva, Capcut)
- Google Suite (Gmeet, Gdocs, Gsheets, GCalendar, Gmail)
- Microsoft Outlook (OneDrive, Teams, Outlook Mail)
- Project Management Platform (Monday.com, Notion)
- Scheduling (Metricool)
- Python, MySQL, MATLAB

## ONLINE COURSE TAKEN

### Google Data Analytics

Coursera | July 2025

[Certificate Link](#)

## CORE VALUES

- Accountable
- Proactive
- Adaptable
- Time-conscious