

GEUEL MORILLON

VIRTUAL ASSISTANT | IT STUDENT

✉ Email: geuelmorillon@gmail.com

📍 Location: Philippines

🏠 Remote Work: Worldwide

PROFESSIONAL SUMMARY

Detail-oriented Information Technology student and aspiring Virtual Assistant with experience creating organized documentation, Google Workspace systems, spreadsheets, reports, dashboards, and workflow solutions. Skilled in helping businesses improve organization, streamline processes, and maintain accurate records through reliable administrative support.

PORTFOLIO PROJECTS

Sales Tracker Dashboard

Designed and deployed a dynamic Google Sheets dashboard tailored for tracking sales performance, revenue trends, and key business metrics to empower data-driven decisions.

Inventory Management Tracker

Created an automated spreadsheet system for meticulously monitoring stock levels, tracking inventory movement, and highlighting optimal reorder points.

Team Task Management Dashboard

Developed a structured, centralized task-tracking solution for seamlessly monitoring project assignments, upcoming deadlines, and real-time progress.

Client Relationship Tracker

Built a secure and highly organized database framework designed for managing vital customer information, communication history, and key follow-up activities.

EDUCATION

Bachelor of Science in Information Technology

[Caraga State University Main Campus](#)

2024 — 2028 (Expected Graduation)

CORE SKILLS

Google Sheets

Google Docs

Google Slides

Google Forms

Data Entry

Administrative Support

Email Management

Documentation

SOP Creation

Task Tracking

Reporting & Dashboards

Communication

Customer Support

File Organization

SERVICES OFFERED

Administrative Support

Google Workspace Management

Data Entry

Documentation Creation

Reporting and Dashboards

Email Management

Customer Support Assistance

PROFESSIONAL STRENGTHS

Strong attention to detail

Organized & process-oriented

Reliable communication

Quick learner

Adaptable to new tools

Dependable follow-through

Continuous improvement

AVAILABILITY

Available for freelance, project-based, contract, and long-term remote Virtual Assistant opportunities.