

ARCVEN LEE O. MANLEGRO

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PROFESSIONAL SUMMARY

Detail-oriented and reliable Virtual Assistant with experience in Non-Voice Customer Support, Chat Support, Email Support, Data Entry, and Remote Administrative Assistance. Skilled in handling customer inquiries through written communication, maintaining accurate records, organizing digital files, and supporting remote business operations efficiently.

Experienced in multitasking, troubleshooting, and managing administrative tasks with high attention to detail. Proficient in Google Workspace, Microsoft Office, data management, and remote collaboration tools. Strong written communication skills with the ability to learn new systems and technologies quickly.

CORE COMPETENCIES

- Non-Voice Customer Support
- Chat Support
- Email Support
- Virtual Assistance
- Data Entry & Data Encoding
- Technical Support
- Remote Administrative Support
- Written Communication
- Google Workspace
- Microsoft Office
- Record Management
- Database Management
- Technical Troubleshooting
- Time Management
- Attention to Detail

PROFESSIONAL EXPERIENCE

Freelance Full-Stack Developer | West Prime Horizon Institute | Aug 2025

- Communicated with clients through chat and email regarding project requirements and updates
- Provided non-voice technical support and troubleshooting assistance
- Performed data entry and maintained organized project documentation
- Assisted in website and system maintenance, testing, and monitoring
- Managed multiple project tasks while maintaining service quality and deadlines

Capstone Project Programmer | 2025 – 2026

- Collaborated with clients and team members through written communication
- Maintained organized digital records and accurate system data
- Conducted troubleshooting, testing, and technical support
- Provided continuous project updates and documentation throughout development

System Developer Department of Public Works and Highways (DPWH) | Dec 2025 – Mar 2026

- Performed data entry, validation, and database maintenance tasks
- Organized employee records and maintained data accuracy
- Assisted in troubleshooting and system support during deployment
- Collaborated with clients and team members to improve workflow efficiency

ACHIEVEMENTS

DICT Startup Regional Pitching Competition Champion | Nov 2024

- Collaborated with a team to present a Blotter Management System during a regional technology competition

EDUCATION

Bachelor of Science in Information Technology (BSIT)

Saint Columban College | 2022 – 2026

TECHNICAL SKILLS

Google Workspace | Microsoft Office | Google Docs | Google Sheets | Microsoft Excel | Microsoft Word | Canva | Zoom
| Database Management | Technical Troubleshooting