

XYRUS JAMES SERVIDOR

Virtual Assistant | AI-Powered Support Specialist

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PROFESSIONAL SUMMARY

Tech-savvy and detail-oriented Virtual Assistant with a background in computer systems servicing, AI-assisted content creation, and remote task execution. Proficient in 7+ AI tools used daily to streamline workflows and deliver quality output. Proven ability to work independently, follow instructions precisely, and adapt quickly to client needs. Flexible across time zones and committed to reliable, on-time delivery.

KEY SKILLS

Email Management | Content Creation | Social Media Management | Data Entry & Research | Customer Support | Admin & Scheduling | AI-Powered Workflows | Attention to Detail | Fast Learner | Remote Collaboration

TECH PROFICIENCY

AI Tools: Claude, ChatGPT, Gemini, Perplexity AI

Design & Content: Canva, Lovable

Productivity: Google Workspace (Docs, Sheets, Slides, Drive), Microsoft 365

Communication: Gmail, Telegram, Slack, Zoom, Google Meet

Development: VS Code, basic HTML/CSS/JavaScript

CERTIFICATION

NC2 Computer Systems Servicing (CSS) | TESDA | 2026

RELEVANT EXPERIENCE

Content Creator & Visual Designer

DaoLabs | Web3 Platform (Remote) | 2022 – 2023 | Grade 9–10

- Wrote promotional content and designed visual banners for Web3 community projects, earning rewards based on output quality and consistency.
- Managed multiple task submissions independently with zero supervision, demonstrating self-discipline and remote work readiness from an early age.
- Returned in Grade 12 (2025–2026) to resume content and social mining tasks while balancing academic responsibilities.

Technical OJT Computer Systems Servicing

Work Immersion Program, Zamboanga Peninsula | 2025 | Grade 11–12

- Performed hardware diagnostics, repair, and maintenance on laptops, desktop units, printers, and network devices over a 10-day immersion.

Portfolio & Web Development

Self-Initiated Project | 2025 – 2026

- Designed and built a full multi-page professional portfolio website from scratch using HTML, CSS, and JavaScript with advanced animations and a custom UI.

EDUCATION

Senior High School | TVL Information & Communications Technology

Aurora National High School, Zamboanga Peninsula, Philippines | Graduated 2026

Top class standing with high grades | Consistent group leader from Grade 7 through Grade 12

REMOTE WORK READINESS

Internet: Primary: Stable fiber connection | Backup: Globe mobile data hotspot

Power: UPS unit ensures continuous uptime during outages

Equipment: Desktop PC | Headset | Webcam

Availability: Flexible open to US, UK, AU, and PH time zones

LANGUAGES

English: Proficient in reading and writing

Filipino: Native / Fluent

Chavacano / Cebuano: Native