NED RYAN B.

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PROFESSIONAL PROFILE

Virtual assistant and data support professional who ran a small retail business (customer messaging, scheduling, supplier sourcing, and income, expense, and inventory records) and completed training in AI response evaluation and data annotation. Built a custom inventory and analytics web app with AI assistance. Mechanical Engineering graduate who follows written guidelines closely, keeps records accurate, and documents unclear cases so decisions are easy to review. Seeking full-time remote work in virtual assistance, data entry, or AI data annotation, with availability aligned to Australian business hours and a long-term goal of growing toward data analysis.

CORE SKILLS

Administrative Support: data entry, scheduling, file organization, recordkeeping, task tracking, customer communication

Data & AI Evaluation: sentiment labeling, AI response rating, search relevance evaluation, rubric-based scoring (DCG, GSB), fact-checking, content review

Research: online research, supplier and price comparison, source checking, structured notes

Documents & Spreadsheets: Word, Excel, Google Docs, Google Sheets, document formatting, trackers and reports

Business Operations: income and expense tracking, inventory records, pricing calculations

Creative Support: Canva graphics, video editing with CapCut and Filmora

EXPERIENCE

Business Owner / Operator April – December 2026

Own small retail business: tires, lubricants, parts, and other motor parts

- Handled customer messaging and scheduling, and managed day-to-day operations.
- Tracked income, expenses, and inventory in organized records.
- Researched and contacted suppliers, compared options, and set selling prices.
- Built a custom inventory and analytics web app with AI assistance to run daily records (see Selected Projects).

On-the-Job Training — National Power Corporation 2024 – 2025

- Assisted with repair and preventive maintenance of industrial machinery and equipment.
- Logged and tracked operational data, including kilowatt (KW) output, horsepower (HP), oil levels, and temperature readings.
- Recorded fuel consumption and costs, maintaining accurate day-to-day data entry logs.

Workforce Committee — Supreme Student Government 2024 – 2025

- Designed Canva graphics for event and program materials, including page backgrounds and logos.
- Operated the LED wall for school programs and events.
- Supported committee leadership tasks and contributed research for planning and decision-making.

EDUCATION

Bachelor's Degree in Mechanical Engineering — Bohol Island State University June 2025

SELECTED PROJECTS

Inventory & Analytics Web App Personal project, 2026

Built with AI assistance for use in my own business

- Single-file web app that searches products and updates stock, and records purchases, sales, and losses.
- Includes markup and pricing tools and daily, monthly, and yearly analytics views.
- Saves and loads data in JSON format, autosaves, and exports to CSV.

TRAINING & QUALIFICATIONS

- **AI Response Evaluation (Lark-based platform, ByteDance-affiliated):** completed training and qualification assessments covering DCG scoring, GSB (new vs. old model) comparison, and structured guidelines for subjective content dimensions. Training and assessment only; no paid project work completed.
- **VirtualAssist Online:** completed a 6-part virtual assistant program covering Data Entry, Canva, Graphic Design, Lead Generation, Meta Advertising, and Social Media Management.

TOOLS

Office & Spreadsheets: Microsoft Word and Excel, Google Docs and Sheets

Organization & Collaboration: Google Workspace, Notion, Trello

Creative: Canva, CapCut, Filmora, Adobe products

Data: JSON data files

ADDITIONAL EXPERIENCE

- Freelance: commissioned digital art and video editing (Filmora, CapCut) for presentations and short-form content, on and off since 2019.

REMOTE WORK READINESS

- Available full-time, with preferred alignment to Australian business hours.
- Fiber internet (40–50 Mbps), a personal laptop, and backup power on hand.