

MARK RENZO DELA CRUZ

VIRTUAL ASSISTANT | DATA ENTRY

Labit West, Urdaneta City Pangasinan | markrenzodelacruz00@gmail.com | 09276116125

SUMMARY

Motivated and dependable Pharmacy student looking for Virtual Assistant or Data Entry position. Computer literate, organized, and willingness to contribute strong administrative and communication skills in a remote work environment

LEADERSHIP & COMMUNICATION EXPERIENCE

University Student Leader September 2024 - Present

- Spearheaded activities and projects involving students from different colleges, and departments.
- Manage documents, announcements, and communication materials.
- Demonstrated leadership while balancing academic responsibilities.

School Publication 2018 - 2024

- Wrote news, sports, feature, opinion articles, for student publications.
- Conducted interviews and fact-checking to support accurate and credible content.
- Strengthened writing, communication skills through journalism works.
- Qualified for regional conferences through participation in campus journalism activities.

SKILLS

File Management and Documentation	Email and Calendar management
Online Research	Task Coordination
Administrative support	Time Management
Google Workspace	Canva and Basic Capcut skills
Article Writing	ChatGPT & Gemini
Research Writing	Social Media Management
Medical Knowledge	Professional Communication

PERSONAL STRENGTH

Fast Learner	Dependable	Organized
Hardworking	Positive Attitude	Self-Motivated

EDUCATION

Bachelor of Science in Pharmacy August 2023 - Present

Urdaneta City University

- Developed administrative, analytical, and communication skills that are directly applicable to virtual assistance, data entry, online research, and document management roles.

ADDITIONAL INFORMATION

- **Languages:** English, Tagalog, Ilocano
- **Awards/Activities:** Journalism Award(2023), Work Immersion Award(2023), Leadership Award(2021-2022)