



# GREGOR ALEXIS T. ROMA

*Admin Assistant and Virtual Assistant*

Motivated Political Science graduate with experience in office administration, student leadership, and virtual assistance, seeking opportunities to contribute strong research, organizational, and communication skills in academic and professional environments. Demonstrates adaptability, teamwork, and a willingness to learn, with exposure to governance, social sciences, and client-oriented service.

## EDUCATION

- DE LA SALLE UNIVERSITY – DASMARINAS  
2020–2024  
B.A. in Political Science
- OLIVAREZ COLLEGE TAGAYTAY  
2018–2020  
Humanities and Social Sciences

## CONTACT



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Purok 80 Kaybagal South Tagaytay City



<https://www.linkedin.com/in/gregor-alexis-roma-a60b69237/>

## COMPUTER SKILLS & APPS

- Design & Editing: Canva, Capcut
- Social Media Platforms (Facebook, Instagram, Tiktok, LinkedIn)
- Project & Task Management: Airtable, Notion
- Productivity & Collaboration: Google Apps (Docs, Drive), Google Sheets, Microsoft Excel

## REFERENCES

- Faye Aloit (Mentor, Virtual Assistant) – fayealoot@gmail.co
- Fatin Anne Roma (Manager) – fatinanneroma@gmail.com
- Jordan Cullum (Employer, Hanney Nelson Real Estate) – jordan@hanneynelson.com

## WORK EXPERIENCES

- Administrative Assistant  
*LRC Mental Health Center*  
September 2024 – October 2025

Key responsibilities:

- provide administrative support like reception, appointment scheduling
- managed client records and documentation
- assisted in organizing meetings, events, reports etc.

- Virtual Assistant – Appointment Setting  
*Hanney Nelson Real Estate*  
June 2025 – June 2026

Key responsibilities:

- Assisted in managing property listings, updating details, and organizing marketing materials for residential real estate.
- Supported client communication by scheduling appointments, coordinating follow-ups, and maintaining accurate records in digital platforms and CRM tools.

- Office Intern  
*Lifeline Rehabilitation Center*  
2018–2020

Key responsibilities:

- Provided administrative support including filing, basic documentation, and coordination of routine office tasks.
- Assisted staff in organizing activities and maintaining an orderly and client-centered environment.

## AWARDS AND CERTIFICATES

- Civil Service Professional Eligibility
- TOEIC Certificate
- Dean’s Lister – 2020–2021
- Dean’s Lister 2021–2022
- Dean’s Lister 2023–2024
- Associate Executive Director
- DLSU–D Pre–Law Society | 2023–2024
- Junior Officer for Communications
- Sinag Society of Leaders | 2023–2024
- Junior Officer for Sponsorship and Partnership
- Circle of Student Assistants | 2023–2024
- Secretary General
- DLSU–D Pre–Law Society | 2022–2023
- Deputy Secretary
- DLSU–D Lifters | 2020–2023