



SAY O. SAN VICENTE

VIRTUAL ASSISTANT

saysanvicente00@gmail.com | +63922904797 | Philippines

SUMMARY

I am a hardworking, adaptable, and detail-oriented individual with strong communication, organizational, and administrative skills. I have experience in leadership, customer service, scheduling, document management, and record keeping, which helped me develop the ability to multitask, work efficiently under pressure, and handle responsibilities professionally. I am proficient in Microsoft Office applications, online communication platforms, data entry, and basic computer operations. Although I am new to the Virtual Assistant field, I am eager to explore, learn, and continuously improve my skills. I am highly motivated to gain experience and contribute as a reliable, efficient, and dedicated Virtual Assistant.

WORK EXPERIENCE

Virtual Assistant/Student Recruiter

2026

- Assisted in communicating with potential students and clients through online platforms
- Managed inquiries, scheduling, and follow-ups professionally and efficiently
- Organized records, documents, and student information accurately
- Performed administrative tasks such as data entry, email management, and online coordination
- Promoted programs and assisted in student recruitment activities
- Maintained professional communication and provided customer support
- Worked efficiently in a fast-paced and team-oriented environment

Elementary Tutor

2020–2021

- Assisted students with lessons and academic tasks
- Prepared learning materials and organized study plans
- Strengthened communication, patience, and task management skills

EDUCATION

University of Nueva Caceres

2024 – Present

Bachelor of Science in Civil Engineering

- Civil Engineering Student
- TESDA Technical Drafting National Certificate II Passer (2025)
- Treasurer – Philippine Institute of Civil Engineers UNC Chapter (Present)
- Treasurer – Construction Occupational Safety and Health (Present)
- Treasurer – Dahilig Youth Group (S.Y. 2024–2025)
- Certified Occupational Safety and Health (COSH) Practitioner
DOLE-Accredited Safety Officer

Senior High School

2022–2024

Naga College Foundation, Inc

- GNG Broadcasting Team

Junior High School

2018–2022

Camarines Sur National High School

- STVEP (Information and Communications Technology)

Basic Computer Training

2018

AMA Computer Learning Center

- Completed training in Basic Computer Skills
- Knowledgeable in Microsoft Word, Excel, PowerPoint, file management, internet usage, and computer fundamentals

KEY SKILLS

- Filing and Record Keeping
- Attention to Detail
- Data Entry
- Basic Office Administration
- Time Management
- Customer Service
- Organization Skills