

Alen Reyzel L. Delos Santos

Gen.E. Aguinaldo Bailen, Cavite | 0946-165-4844 | delossantosalenreyzel@gmail.com



OBJECTIVES

Highly organized Environmental Science graduate with solid experience in customer service, administrative support, scheduling, and client communication. Proven ability to manage calendars, handle emails, maintain records, and support daily operations in fast-paced environments. Experienced in both onsite and administrative roles with strong multitasking, attention to detail, and communication skills. Seeking a Virtual Assistant position to apply my administrative and organizational expertise in a remote setting.

EDUCATION

Cavite State University – Main Campus

Bachelor of Science in Environmental Science

INDANG, CAVITE

2021- 2025

Relevant Coursework & Environmental Training

- Environmental Fieldwork
- Environmental Literacy (Fauna and Flora)
- Basic Remote Sensing and GIS
- Community Organizing Strategies
- Ecosystem Assessment and Conservation

Thesis Focus

- Characterization and Mapping of Potential Mangrove Tree Planting Sites
- Conducted environmental assessment and site suitability analysis for mangrove rehabilitation using soil parameters, field observation, and mapping techniques.

Leadership & Involvement

- Former Representative, CAFENR Student Council (2022–2023)

Olivarez College Tagaytay

Science, Technology, Engineering, and Mathematics

- Graduated Senior High School with Dr Rosario Olivarez (Silver) Awardee

TAGAYTAY, CAVITE

2018 - 2020

WORK EXPERIENCE

Service Crew – Mcdonald's Tagaytay

2019 - 2020

- Provided customer service and handled cashiering duties
- Assisted in food preparation and maintained cleanliness standards
- Developed strong communication and teamwork skills

Personal Secretary

2022 - 2025

- Managed calendars, scheduled appointments, and coordinated meetings
- Handled email correspondence and responded to client inquiries professionally
- Maintained organized records, files, and documentation
- Assisted in administrative tasks to ensure smooth daily operations

Barista- Starbucks Rustan Coffee Corporation

2025 - 2026

- Delivered high-quality customer service and built strong client relationships
- Handled daily transactions, orders, and customer inquiries efficiently
- Recognized as *Partner of the Quarter* for excellent customer engagement
- Demonstrated strong multitasking and time management in a fast-paced environment

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ORGANIZATIONAL & LEADERSHIP EXPERIENCE

SALINLAHI – The Association of BS Environmental Students
Organization Member

CvSU-Main Campus
2021-2025

- Participated in environmental conservation initiatives including tree planting, coastal clean-up drives, and community outreach programs.
- Assisted in environmental awareness campaigns and sustainability seminars.
- Participated in International Coastal Clean-up activities and environmental volunteer work.
- Supported community-based environmental organizing activities.

C.A.F.E.N.R – Student Council
Representative

CvSU-Main Campus
2021-2022

- Assisted in organizing environmental seminars, workshops, and webinars.
- Participated in community organizing and environmental awareness activities.
- Coordinated student engagement activities related to environmental sustainability and conservation.

SKILLS & INTERESTS

LANGUAGES:

- Filipino (Fluent)
- English (Fluent)

CORE SKILLS

- Calendar & Appointment Scheduling (Google Calendar)
- Email Management & Client Communication
- Data Entry & File Organization
- Administrative Support
- Customer Service & Client Relations
- Google Workspace (Docs, Sheets, Drive)
- Canva (Basic Design & Social Media Content)
- Time Management & Multitasking
- Attention to Detail
- Team Collaboration

TECHNICAL SKILLS

- Google Workspace (Docs, Sheets, Drive)
- Basic GIS & Remote Sensing
- Environmental Data Collection & Documentation
- Basic Canva Design
- Basic Mapping and Site Analysis
- Basic Photo Editing