

Shiela Mae De La Cruz



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[LinkedIn Profile Link](#)



Batang Malake, Los Banos, Laguna

Detail-oriented and highly organized Virtual Assistant with a proven track record of providing efficient administrative support, managing tasks, and streamlining workflows for projects across various fields.

EXPERIENCE

Project Development Officer III

UPLB School of Environmental Science and Management | May - October 2024

- Coordinated project timelines, meetings, and communications with 150 stakeholders, ensuring on-time delivery by managing schedules and facilitating efficient email/voice correspondence.
- Managed project documentation, budgeting (PhP 1.7M), invoicing, and 14 travel arrangements for 20 project staff.
- Assisted in planning and executing 2 public events and workshops, achieving 85% stakeholder attendance and engagement, while also writing/editing 2 technical reports for regulatory compliance.

Technical Support Staff

DENR PENRO Camarines Sur | September 2023 - May 2024

- Reviewed and ensured 95% accuracy in technical reports, maintaining clarity and adherence to DENR standards and protocols, contributing to 90% reduction in revisions and improving overall report quality.
- Coordinated and facilitated 3 workshops, managing agenda development, logistics, and participant engagement, resulting in 50% increase in attendee satisfaction or knowledge retention.
- Supported 5 extension activities, engaging stakeholders and promoting environmental awareness, leading to a 25% increase in community participation or adoption of best practices.

EDUCATION

Bachelor of Science in Forestry

University of the Philippines Los Banos | 2023

magna cum laude

SKILLS

- Social Media Marketing and Management
- Real Estate Virtual Assistance
- Email Management
- Adobe Photoshop
- Organizational Skills
- Project Management
- Event Facilitation

VA TRAININGS ATTENDED

15-hour Social Media Marketing Course

Freelance Academy | Oct 2024

[Certificate Link](#)

9-hour Real Estate Virtual Assistant Course

Freelance Academy | Oct 2024

[Certificate Link](#)

CORE VALUES

- Accountability
- Adaptability
- Creativity