

RONEL ANGELO CRUZ

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PROFESSIONAL SUMMARY

Detail-oriented Virtual Assistant with hands-on experience supporting international clients remotely. Licensed Psychometrician and Magna Cum Laude graduate in Psychology — bringing strong analytical skills, organizational discipline, and English-language fluency to every engagement. Adept at administrative coordination, document management, graphic design, and seamless cross-time-zone communication.

CORE COMPETENCIES

Administrative Support	Email & Calendar Management	Document Preparation
Graphic Design	Video Editing	Research & Reporting
Data Entry & Records	Customer-Facing Support	Time Zone Adaptability
Task Prioritization	Confidentiality & Discretion	Attention to Detail

TOOLS & TECHNOLOGY

Productivity	Microsoft Office (Word, Excel, PowerPoint) • Google Workspace • Wisesheets
Design & Media	Canva • Adobe Photoshop • DaVinci Resolve • CapCut • Filmora
Communication	Gmail • Zoom • Google Meet • Signal • Proton Mail
AI & Dev Tools	ChatGPT • Claude / Claude Code • Replit

PROFESSIONAL EXPERIENCE

Self-Employed	Remote
<i>Virtual Assistant Contract-based</i>	<i>Feb 2025 – Present</i>

- Manage client email inboxes and draft professional responses, maintaining timely turnaround across multiple time zones.
- Prepare reports, presentations, and documents tailored to client specifications with a high standard of accuracy.
- Perform data entry and maintain organized digital filing systems, ensuring records are always current and accessible.
- Conduct online research and support administrative workflows, enabling informed client decision-making.
- Uphold strict confidentiality and data accuracy standards across all client communications and tasks.

Independent Projects	Remote
<i>Graphic Designer Freelance</i>	<i>2017 – Present</i>

- Design social media content, promotional graphics, event posters, and marketing materials for small businesses and individual clients.
- Consult with clients to interpret creative briefs and deliver polished visual assets using Canva and Adobe Photoshop.
- Manage end-to-end project timelines from brief intake to final delivery, consistently meeting deadlines.
- Produce cohesive branded content that improves online engagement and audience reach.

Bataan Peninsula State University
Administrative Aide | Job Order

Balanga City, Bataan, PH
Oct – Dec 2023

- Processed 50+ student document requests weekly (transcripts, certifications, diplomas) with 100% accuracy.
- Managed the official College Registrar email inbox, professionally handling 10–20 inquiries daily.
- Created and maintained student records across university databases with zero data-entry errors.
- Coordinated with the University Registrar to ensure timely document release and workflow continuity.
- Handled confidential student and alumni files in strict compliance with institutional data policies.

Prime Water Orani
Administrative Aide | Internship

Orani, Bataan, PH
Aug – Oct 2022

- Logged and tracked 20–30 customer concerns daily, ensuring accurate documentation and timely follow-up.
- Organized and maintained 200+ service records, significantly improving accessibility and retrieval efficiency.
- Coordinated with 3+ remote offices to resolve operational issues and reduce resolution time.
- Supported daily office operations through filing, paperwork preparation, and inventory tracking.

Rebirth Philippines Therapeutic Community Foundation
Psychological Assistant | Internship

Pilar, Bataan, PH
Jun – Aug 2022

- Administered standardized psychological assessments under clinical supervision, ensuring strict protocol compliance.
- Facilitated structured group dynamics sessions for 10+ residents in support of therapeutic program goals.
- Prepared detailed psychological case reports, demonstrating strong analytical writing skills.
- Assisted in implementing therapeutic interventions in coordination with licensed clinicians.

EDUCATION

Bataan Peninsula State University
Bachelor of Science in Psychology | Graduated Magna Cum Laude

Balanga City, Bataan, PH
2019 – 2023

Relevant Coursework: Industrial & Organizational Psychology · Group Dynamics & Interventions · Research Methods

LICENSES & CERTIFICATIONS

Professional Regulation Commission (PRC)
Licensed Psychometrician

Philippines
2024

National board licensure in psychological assessment and measurement — demonstrates analytical rigor, ethical standards, and professional accountability.