



KENCHIN P. DELA CRUZ

B U S I N E S S A D M I N I S T R A T I O N

CAREER OBJECTIVE

To obtain a challenging position in a dynamic organization where I can apply my knowledge in Marketing Management and my practical experience in financial services and legal compliance. I aim to contribute to business growth through innovative thinking, effective communication, and a strong work ethic, while continuously developing my professional skills in marketing, finance, or business administration.

CONTACT

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✉ kenchindelacruz4@gmail.com

📍 Mabuhay, Angadanan, Isabela

SKILLS

- Adaptability and willingness to learn
- Goal Oriented
- Leadership and Teamwork
- Committed and Hard working
- Ability to take instructions
- Communication Skills

EDUCATION

PRIMARY SCHOOL

Salay Elementary School 2009-2015

SECONDARY SCHOOL (JUNIOR AND SENIOR)

ABM Angadanan National High School 2015-2021

COLLEGE LEVEL

BSBA Marketing Management 2021-2025

Isabela State University - Echague Main Campus

CAREER HISTORY

ON THE JOB TRAINEE 2025

Alicia Local Government Employees Cooperative - Finance Role

- I completed my internship at Alicia Local Government Employees Cooperative from February 10 to May 9, 2025, where I gained hands-on experience in financial services and legal compliance. My responsibilities included processing checks, handling loan documents, assisting with legal filings, managing client accounts, and coordinating events. This experience enhanced my skills in accuracy, organization, communication, and problem-solving.

EXPERIENCE /

SCHOOL EXPERIENCE

PRODUCT SELLING AS A REQUIREMENT IN ENTREPRENEURSHIP SUBJECT | 2019

ABM Angadanan National High School

- Selling products requires understanding customer needs, wants, and preferences. By engaging in product selling activities, develop a deeper understanding of target market and adapting their products to meet customer needs.

AWARDS AND CERTIFICATION

- College of Business, Accountancy and Public Administration
Student Body Organization Committee Member - Quick and Response Team 2023-2024
- College of Business, Accountancy and Public Administration
Student Body Organization Committee Member - Officer of the Month
- Junior Marketing Association - Student Welfare 2023-2024
- Junior Marketing Association - Socio Cultural Director 2024-2025
- Merit Scholar (College Scholar 2023-2024)
- Merit Scholar (University Scholar 2025)
- CHED TDP Scholar 2023-2025
- 4H Club Angadanan Chapter - Treasurer 2022-Present



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V I R T U A L A S S I S T A N T

TOOLS

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Google Sheets
- Google Docs
- Canva
- Keepa
- Helium 10
- AMZScout FBA Calculator
- Jungle Scout
- Google Drive

EDUCATION BACKGROUND

Bachelor of Science in Business Administration
major in Marketing Management - Isabela State
Univeristy Echague Campus

ABOUT ME

I am an detail-oriented Virtual Assistant with completed training in The VA Camp courses, where I can apply my knowledge and skills for continuous improvement.

EXPERIENCE

Social Media Manager

PMCC 4th watch - Angadanan | february 18, 2024

- Managed social media accounts and created social media for daily postings
- Increased social media following

SERVICES I OFFER

- Google Drive Management
- Gmail Management
- Google Calendar Management
- Google Sheets Data Entry Management
- Amazon FBA Product Sourcing/Research
- General Virtual Assistance
- Social Media Management
- Facebook Ads
- Graphic Design
- Basic WordPress
- Copywriting
- Email Marketing

You may verify my certificate here:

Credential ID: A1HB229154G3

<https://www.thevacamp.net/certificate/verify>

CONTACT



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