

ARDEL M. DEL ROSARIO

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Architecture graduate with experience in freelance administrative support, data entry, and graphic design. Experienced in preparing invoices, managing business documentation, updating records, organizing digital files, and creating professional marketing materials. A proactive and detail-oriented professional dedicated to improving workflows and providing dependable support to businesses and project teams.

WORK EXPERIENCE

DATA ENTRY VIRTUAL ASSISTANT

Freelance

Daraga, Albay
May 2026 - Present

- Prepared and processed invoices while ensuring accuracy and timely completion.
- Uploaded and managed W-9 forms and other client documents in designated systems.
- Updated and maintained accurate records, spreadsheets, and databases.
- Monitored and responded to email inquiries, routing messages and following up as needed.
- Ensured data accuracy, confidentiality, and compliance with client requirements.

XYZUS DESIGN & BUILD CONSULTANCY

Architectural Intern

Daraga, Albay
June 2024 - July 2024

- Produced concepts of architectural drawings including floor plans, elevations, sections, and layout revisions using AutoCAD and SketchUp.
- Developed 3D models and basic visualization outputs to support design presentations and client communication.
- Assisted in preparation of design documentation, project files, and construction-related drawings under supervision.
- Coordinated with design team members to organize and update project data during different phases of development.

PROJECTS

LABELER BRAND IDENTITY & BUSINESS DEVELOPMENT

Founder and Brand Designer

- Developed the LABELER brand identity, including logo, color palette, typography, and brand guidelines.
- Designed marketing materials, packaging, and social media graphics.
- Managed inventory, customer orders, and business documentation.
- Built a consistent visual identity across digital and print platforms.

EDUCATION

BICOL UNIVERSITY

Bachelor of Science in Architecture

Director's Lister Second Semester A.Y. 2025-2026

Director's Lister Second Semester A.Y. 2021-2022

Legazpi City, Albay
2021 - 2026

DARAGA NATIONAL HIGH SCHOOL

Senior High School Academic Strand - Science, Technology, Engineering, and Mathematics (STEM)
With Honors

Daraga, Albay
2019 - 2021

SAN VICENTE GRANDE HIGH SCHOOL

Junior High School
With Honors

Daraga, Albay
2015 - 2019

SAN RAFAEL ELEMENTARY SCHOOL

Elementary School
Class Valedictorian

Daraga, Albay
2009 - 2015

CERTIFICATIONS AND TRAININGS

- **CERTIFIED SAFETY OFFICER II** - Construction Occupational Safety and Health Training
Beacon OSH Training Co.
- **OVERVIEW OF POLICIES AND STRATEGIES FOR CLIMATE AND DISASTER RESILIENCE**
University of the Philippines Open University (UPOU)

- **PARTICIPATING IN WORKPLACE COMMUNICATION**
Technical Education and Skills Development Authority (TESDA)
- **WORKING IN A GENDER-DIVERSE ENVIRONMENT**
Technical Education and Skills Development Authority (TESDA)
- **GENERAL VIRTUAL ASSISTANT TRAINING**
Department of Information and Communications Technology

TECHNICAL SKILLS & OTHERS

DRAFTING & DESIGN: Architectural Drafting, Technical Documentation, Construction Drawings (Plans, Sections, Elevations, Perspective Drawings), Graphic Design (Logo & Publication Materials)

3D & VISUALIZATION: 3D Modeling, Architectural Rendering, Presentation Graphics

DESIGN TOOLS: AutoCAD, SketchUp, D5 Render, Enscape, Canva, Lightroom, Photoshop,

OTHER TOOLS: Microsoft Office (Word, Excel, PowerPoint), Google Workspace, Trello, Clockify,

CORE SKILLS: Space Planning, Design Development, Site Documentation, Project Coordination, Estimates, Photo Editing, Social Media Management

LANGUAGES: Fluent in English and Filipino