

Proactive and results-driven Executive Assistant with expertise in managing complex schedules, supporting strategic initiatives, and streamlining executive operations. Adept at anticipating the needs of C-suite executives, coordinating cross-functional projects, and ensuring seamless communication with stakeholders. Strong focus on operational excellence, problem-solving, and continuous improvement in support of high-priority business goals.

Professional Experience

Executive Assistant to the CEO

June 2022 – Present

Company: Global Neurotech Company (Remote/International)

- Manage the CEO's calendar, appointments, and travel plans aligned with business priorities.
- Act as liaison between CEO and internal/external stakeholders to ensure clear and timely communication.
- Lead cross-functional projects across HR, Finance, Operations, and Marketing.
- Anticipate the CEO's needs and proactively resolve emerging issues.
- Handle vendor management, contract screening, and maintain key vendor relationships.
- Produce LinkedIn content, execute SEO strategies, and manage the CEO's digital presence.
- Draft internal company updates, investor reports, and executive communications.
- Maintain confidentiality and professionalism in handling sensitive information.

Learning & Development Expert

June 2019 – June 2022

Company: Leading Telecommunications Provider (Philippines)

- Designed curriculum frameworks and conducted competency mapping for sales roles.
- Created tailored learning journeys based on role and business needs.
- Developed over 100 pieces of learning content delivered via mobile apps, virtual, and live sessions.
- Designed assessments to evaluate the effectiveness of training content.

Training Associate

September 2017 – June 2019

Company: Multinational BPO (Philippines)

- Facilitated product-specific and soft skills training for new hires and leaders.
- Designed and developed training materials and tools aligned with business needs.
- Conducted Training Needs Analysis to identify performance gaps.
- Delivered performance coaching and facilitated coaching loop training for managers.

Regional Product Trainer

September 2014 – July 2017

Company: Global Direct Selling Company (Philippines)

- Developed and conducted training programs for independent business owners.
- Created training modules and support materials to address evolving needs.
- Led training events with 100–500 participants to drive business growth.
- Organized large-scale corporate training events and workshops.

Technical Skills

- Business Communication
- Project Management
- Inbox Management
- Content Development & Writing
- Coaching & Performance Management
- Training Delivery
- Google Suite
- Data Management
- Employee Performance Platforms

Education

Master of Business Administration
Ateneo Graduate School of Business (2017 – 2021)
Bachelor of Science in Food Technology
University of Santo Tomas (2010 – 2014)

Leadership & Honors

- Dean's List, Department of Food Technology (2013 – 2014)
- Secretary-General, College Central Board (2012 – 2013)
- Auditor, College Student Council (2011 – 2012)