



JOY C.

EXECUTIVE ASSISTANT

CONTACT

Philippines

PROFICIENCY IN TOOLS

Asana	● ● ● ● ●
Gsuite	● ● ● ● ●
Concur	● ● ● ● ●
Hubspot	● ● ● ● ●
Canva	● ● ● ● ●
Monday.com	● ● ● ● ●
Zendesk	● ● ● ● ●
ChatGPT	● ● ● ● ●
Slack	● ● ● ● ●
Hubtsaff	● ● ● ● ●
EveryHour	● ● ● ● ●
Zoho	● ● ● ● ●
Office 360	● ● ● ● ●

TASK EXPERTISE

- Marketing Skills
- Research
- Problem Solving
- Accounting
- Leadership
- Time management
- Active Listening
- Collaboration
- Empathy
- Growth Mindset
- Foresight
- Creativity
- Relationship-Building
- Work Ethic.



ABOUT ME

A Top Rated Executive Assistant with a 100% Job Success Score on Upwork with over 6 years of experience working with high-level executives, business owners and companies across the globe!



EXPERIENCE

- > **REMOTUAL** OCT 2024 - PRESENT
EXECUTIVE ASSISTANT
 - Provide comprehensive administrative support to the CEO, including calendar management, email follow-up, and process improvement
 - Conduct research, manage scheduling, and assist with graphic design and social media tasks as needed
 - Ensure efficient, timely completion of all assigned tasks
- > **SUPERCHARGED ENTREPRENEURS LLC**
EXECUTIVE ASSISTANALLC (MARK DHAMMA, CEO)T
 - Personal & Executive Assistant handling everything from personal errands, booking restaurants, paying bills, credit card & utility payments, to business tasks such as client correspondence, vendor phone calls, document creation, etc.
- > **KP PROJECT FINANCIAL, INC.**
EXECUTIVE ASSISTANT
 - Assistant Manager handling mainly executive and business-related tasks, maintaining finance documents, and all administrative tasks.



EDUCATION

- > **CARAGA STATE UNIVERSITY,** 2019-2023
PHILIPPINES
Bachelor of Science - Major in Psychology