



FRAN B.

EXECUTIVE ASSISTANT

CONTACT

 Antipolo, Rizal

PROFICIENCY IN TOOLS

Slack	● ● ● ● ●
Notion	● ● ● ● ●
Asana	● ● ● ● ●
Canva	● ● ● ● ●
Google Docs	● ● ● ● ●
Google Calendar	● ● ● ● ●
Google Mail	● ● ● ● ●
MS teams	● ● ● ● ●
MS Excel	● ● ● ● ●
MS Powerpoint	● ● ● ● ●
Zoom	● ● ● ● ●
Outlook	● ● ● ● ●
Zendesk	● ● ● ● ●

TASK EXPERTISE

- Report Analytics
- Process Improvement
- Engagement Activities
- Retention
- Client Interaction
- Customer Satisfaction
- Public Speaker and Presentations
- Strategic Planning and Visioning
- Work-Life Balance



ABOUT ME

An accomplished Executive Assistant with an ability to efficiently manage inbox and calendar, travel coordination, and handling administrative tasks.



EXPERIENCE

> **REMOTUAL** JAN 2024 - PRESENT

EXECUTIVE ASSISTANT

- Administrative support to the CEO and management team, ensuring smooth operations and effective time management.
- Effectively coordinate and schedule appointments and meetings to maximize productivity and minimize conflicts.
- Managing inbox, prioritizing emails and drafting responses as necessary.
- Facilitate travel arrangements, including booking flights, accommodations, and transportation, to support executive mobility and productivity.
- Maintain strict confidentiality in handling sensitive information

> **ATHENA** JUL 2021- JAN 2024

EXECUTIVE ASSISTANT

- Provide administrative support to the CEO and management team.
- Manage inbox, prioritize emails, and draft responses on behalf of the executive.
- Schedule and manage appointments and meetings. Arrange and coordinate travel, including flights, accommodations, and transportation.
- Handle administrative tasks such as data entry, general research, and ad-hoc tasks as required.
- Maintain strict confidentiality in handling sensitive information.



EDUCATION

> **OUR LADY OF FATIMA UNIVERSITY,** 2010-2014

PHILIPPINES

Bachelor of Science in Hotel and Restaurant Management