



# VANDOLF G.

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

I'm Van, an experienced Executive Assistant with five years of expertise across industries including law, real estate, medical, marketing, logistics, travel, cryptocurrency, and startups. With a background in marketing management, I bring a unique mix of administrative expertise and strategic marketing insight. Known for my adaptability and efficiency, I excel in supporting executives in complex, fast-paced environments, making me a valuable asset to any team.



## 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
- > **GFG SOLUTION** JAN 2023 - JUL 2024  
**EXECUTIVE ASSISTANT**
  - Maintained and updated the CRM (Redtail), including adding new client contacts and editing existing records with meeting notes to ensure accurate documentation.
  - Scheduled client appointments and managed team calendars, ensuring seamless coordination of meetings and follow-ups.
  - Created customized documents for clients and team members, supporting client engagement and internal workflows.
- > **OGMENTOR** JUN 2020 - DEC 2022  
**EXECUTIVE ASSISTANT**
  - Proficiently edited website content using WordPress, ensuring consistent branding and messaging across all pages.
  - Developed engaging social media content and managed postings across various platforms to enhance brand visibility and engagement.
  - Demonstrated strong organizational skills by efficiently scheduling appointments, meetings, and events to optimize time management and productivity.
  - Conducted thorough email cleanups, implementing strategies to streamline



## EDUCATION

- > **COLEGIO SAN JUAN DE LETRAN MANILA,** 2020  
**PHILIPPINES**  
BS Business Administration Major in Marketing Management