

Hello !!!

I'm Patricia Marie T. Juyad

Helping freight brokers, dispatchers, and logistics companies handles quoting, TMS tasks, load board research, tracking, and shipment coordinators with accuracy and reliability. Experienced and trained through Freight Courses 101 with hands-on experience in the complete shipping workflow.



HIRE ME TODAY



ABOUT ME

Experienced, Trained & Ready to Support your Operations

Hi everyone, my name is Patricia Marie Juyad. I am a newly trained Freight Virtual Assistant with comprehensive hands-on experience through Freight Courses 101, where I mastered the entire shipping workflow from Quote - Booking - Dispatch - Tracking - POD.

I have experience in Logistics, but also I'm thoroughly trained, coach guided, and fully prepared to support daily logistics operations with accuracy, professionalism, and a strong willingness to learn and grow alongside your team.

I proactively manage the essential core: tracking schedules, coordinating shipments, handling key communications, and organizing day-to-day freight operations. My proven ability to coordinate complex workflows and manage sensitive client/carrier communications means you can rely on me to streamline your processes, shield your focus from administrative load, and ensure shipments run efficiently.



Core Freight Skills & Knowledge

Quoting Expertise Load Board Management

LFT & FTL quoting using TMS systems and direct carrier links with accurate rate calculations.

Load board searching, screening, and detailed lane analysis for optimal matching.

TMS Operations

Creating and updating shipments, managing documentations, and maintaining system accuracy.

Shipment Tracking

Track & trace, check calls, and complete monitoring from pickup through delivery.

Documentation Handling

- BOL Creation and management
- POD collection and filing
- Certificate of Insurance requests
- Complete shipment documentation

Administrative Support

- Email management and communication
- Data entry and reporting
- Shipment monitoring and updates
- organized filing system.

Comprehensive Services / Offer

Freight Operation Support

LFT/FTL Rate Request

- Submitting rate request to carriers and comparing options for best value.

Freight Quoting Assistance

- Building accurate quotes with all accessorial and delivering professional proposals.

Carrier Coordination

- Communicating with carriers for capacity, pricing, and service confirmation.

Load Board Support

Searching available loads, screening lanes for profitability, gathering detailed load requirements, and identifying opportunities that match your business needs and carrier network.

Documentaion Management

Creating BOLs, collecting PODs, requesting Certificates of Insurance, maintaining organized load notes, and ensuring all shipment documentation is complete, accurate, and properly filed.

Shipment Process Support

Creating shipments in TMS, providing booking assistance, delivering daily tracking updates, and ensuring smooth coordination from dispatch through final delivery confirmation.

EDUCATION

2017 - 2023

- After four rigorous years, I proudly graduated with a Bachelor of Science in Customs Administration. This intensive program equipped me with a deep, specialized understanding of international trade practices and regulatory compliance. Crucially, the curriculum fostered a comprehensive mastery of essential business disciplines. Specifically, I gained proficiency in accounting principles, finance management, and the intricate applications of customs law.

Senior High School

University of Cebu Lapu-lapu & Mandaue
2017 - 2019

Bachelor Degree

University of Cebu Lapu-lapu & Mandaue
Bachelor of Science in Customs Administration
2019 - 2023

EXPERIENCE & RESPONSIBILITIES

ALORICA TELESERVICES, INC.

IT Park, Apas Cebu City. 6000. Philippines
Content Moderator 2025

- Reviewing User-Generated Content
- Enforcing Community Guidelines and Policies
- Taking Action on Violations
- Managing User Reports and Appeals
- Maintaining Legal Compliance
- Identifying Harmful Trends

MAERSK CONTRACT LOGISTICS

Cebu Mega DC, Tayud Consolacion, Philippines
Encoder 2024 - 2025

- Documentation and Compliance
- Coordination and Communication
- Customer Service
- Operational Support
- Data Management and Reporting
- Process Improvement
- Date Encoding and Recording

WHY WORK WITH ME

Your Reliable Freight Operations Partner

I help you take the heavy lifting off your plate by managing your day-to-days logistics task so you can focus on closing more delas. I handle quoting, tracking, follow-ups, and customer communication to keep your operations running clean and consistent. Working with me means fewer bottlenecks, faster responses, and a partner who actually understands how freight moves.

Trained & Coach-Guided

Comprehensive freight training with ongoing coaching support ensures I follow industry best practices and continuously improve my skills through professional guidance.

Detailed - Oriented

Meticulous attention to every aspect of freight operations from rate calculations to documentation ensuring accuracy that protects your business and reputations.

Organized & Proactive

Systematic approach to task management and file organization. I anticipate needs, stay ahead of deadlines, and keep operations running smoothly without constant oversight.

Fast Learner

Quick to adapt to new systems, processes, and workflows. I absorb information efficiently and apply it accurately, minimizing your training time investment.

Reliable & Consistent

Dependable daily performance you can count on. I show up ready to work, meet deadlines consistently, and maintain high quality output across all tasks.

Night-Shift Ready

Based in the Philippines and fully available for US business hours. I'm equipped to work night shifts, ensuring your operations have support when you need it most.

Building Long-Term Partnership

I'm not looking for just any job I'm seeking a long-term working relationship where I can become an integral part of your team, grow with your company, and contribute to your continued success in the competitive freight industry.

GET IN TOUCH



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