



Lathela Michaela Cimafranca

Executive & Operations Specialist

Executive & Operations Virtual Assistant with 3 years of experience in project management, workflow coordination, and stakeholder communication, supporting organizations through structured systems, efficient operations, and reliable administrative support.

AREAS OF EXPERTISE

Executive Assistance SOP Creation Workflow Management
Project Tracking & Documentation Team & Task Coordination
Organizational Process Support Stakeholder Communication

86

MAX TEAM
SIZE LED

3+

MAJOR
PROJECTS

3X

AWARD
RECIPIENT

WHAT I OFFER

Core Services



Executive Assistance

- Calendar & inbox management
- Meeting coordination
- Research & reporting
- Administrative support



Operations & Project Coordination

- Workflow management
- Team coordination
- Task monitoring
- SOP creation



Communications Support

- Professional writing
- Proposal formatting
- Presentation support
- Stakeholder communication

E-Tukod: The Oro Youth Parliament

Project Management & Public Engagement

Executive Director · Oro Youth Development Office · City Government of Cagayan de Oro · 2026–2027

50
DELEGATES

Multi
INSTITUTIONS

CHALLENGE

The project required the coordination of a city-wide youth parliament involving delegates from multiple tertiary institutions, demanding a structured operational system to manage communication, documentation, scheduling, and inter-institutional collaboration. As a developing program, the project needed organized workflows and consistent monitoring to support efficient implementation across its various stages.

ACTIONS

- Leads the operational coordination of the program by overseeing documentation systems, stakeholder communication, and implementation monitoring.
- Coordinates directly with institutional representatives and government partners to facilitate smoother collaboration between participating schools and the Oro Youth Development Office.

PROGRESS TO DATE

- The established operational systems contributed to more streamlined collaboration among stakeholders as the project continues to develop.
- Currently pursuing sponsorship coordination to support program sustainability and event funding

KEY SKILLS DEMONSTRATED

Government &
Institutional Coordination
Information Tracking
Documentation Systems

[View Project Page ↗](#)

Pag-Ila 2025

Project Management & Public Engagement

Project Head · Xavier University – Ateneo de Cagayan · 2025–2026

CHALLENGE

Voter apathy among youth and limited access to candidate information in underserved barangays made meaningful electoral participation difficult ahead of the May 2025 elections.

ACTIONS

- Managed a 61-member working team
- Coordinated partnerships with government and media organizations
- Oversaw logistics, documentation, and project execution
- Led livestream accessibility initiatives for broader audience reach

RESULTS

- Reached constituents across multiple barangays through Facebook livestreams, generating over 10,000 views during the 3-day event and a 4-part video series highlighting local issues and concerns, generating over 4,000 combined views
- Awarded Exemplary Project Award + ₱15,000 incentive by the City Government of Cagayan de Oro

61 TEAM SIZE	₱15K CITY AWARD
10K+ LIVESTREAM VIEWS	4K+ VIDEO SERIES VIEWS

KEY SKILLS DEMONSTRATED

Stakeholder Communication
Cross-Functional Collaboration
Digital Coordination
Strategic Planning

[View Project Page ↗](#)

Special Operations Division

Operations Coordination & Workflow Management

Deputy Director · CSG · Xavier University – Ateneo de Cagayan · 2024–2025

CHALLENGE

The Special Operations Division operated in a fast-paced environment that required a stronger internal structure and more efficient operational workflows. Existing processes lacked standardization, which created challenges in coordination, proposal review, and project execution across the division.

ACTIONS

- Conducted an internal assessment of the division's operational structure
- Led the restructuring of the division's organizational framework by refining role delegation & responsibilities, and establishing unit-wide strategies & protocols.

RESULTS

- Streamlined the division's structure from six sub-branches into three core operational units to improve workflow clarity and coordination efficiency.
- The **restructured framework** was adopted as the **division's standard operating model** for the remainder of the term.

6→3
UNITS
STREAMLINED

SOP
SYSTEMS
BUILT

KEY SKILLS DEMONSTRATED

Operations Support
Workflow Optimization
Operational Efficiency
Administrative Management

The Xavier Parliament 2023

Project Management

Project Head · CSG · Xavier University – Ateneo de Cagayan · 2023–2024

86
TEAM SIZE

35
DELEGATES

2×
AWARDS

CHALLENGE

The organization aimed to introduce students to legislative processes and policy-making through a university-wide legislative simulation. However, executing the initiative required large-scale coordination across multiple teams, structured operational planning, and efficient management systems to ensure smooth implementation within a limited timeline.

ACTIONS

- Led the end-to-end planning and execution of the project by overseeing logistics, documentation, communications, and stakeholder coordination.
- Managed and delegated responsibilities across an 86-member working team while establishing structured workflows to streamline operations.

RESULTS

- The project received the Exemplary Project Award, while individual leadership and project management efforts were recognized through the Exemplary Project Head Award.
- Other project heads are utilizing the established framework.

KEY SKILLS DEMONSTRATED

Documentation & Reporting
Logistics Management
Strategic Communication
Workflow Coordination
Stakeholder Coordination

[View Project Page ↗](#)

Deliverables Tracker — Documentation System

E-Tukod: The Oro Youth Parliament

E-TUKOD : THE ORO YOUTH PARLIAMENT

Message of Greetings and Introduction

Welcome to the E-Tukod : The Oro Youth Parliament Deliverables Tracker — the official repository of all tasks, assignments, and undertakings of the E-Tukod Management Committee.

This tracker serves as a centralized platform for monitoring and managing the deliverables of the E-Tukod Management Committee. It is designed to provide a comprehensive, accessible, and organized record of our undertakings, ensuring that our activities remain coordinated, transparent, and well-documented.

Strict compliance with the standards of this tracker provided below is expected from all officers and users. Let us uphold professionalism, accountability, and acumen as we build and sustain meaningful participation of the Cagayan de Oro Youth.

Terms and Conditions of Use

Please read the document below carefully before using the E-Tukod: The Cagayan de Oro Youth Parliament Deliverables Tracker. It contains important guidelines and responsibilities that all users are expected to follow.

[E-Tukod: Cagayan de Oro Youth Parliament Deliverables Tracker Terms and Conditions](#)

By continuing to use the E-Tukod: The Cagayan de Oro Youth Parliament Deliverables Tracker, you signify your understanding and acceptance of the terms and conditions of using this deliverables tracker as stated above.

Should you have any concerns, please do not hesitate to reach out to the Executive Director of the E-Tukod: The Cagayan de Oro Youth Parliament, Lathela Michaela Cimafranca at cimafrancalathela@gmail.com.

Centralized tracker built for the E-Tukod Management Committee to monitor tasks, assignments, and team accountability across all stages of the program.

SAMPLE WORK · 02

Project Timelines

Pag-Ila 2025

End-to-end project timeline built for Pag-Ila 2025, tracking 30+ activities across pre-event, execution, and post-implementation phases — with status monitoring for a 61-member working team over a 3-month period.

GENERAL TIMELINE							
Tr	SPECIFIC DATES	Tr	ACTIVITY	PHASE	Tr	Notes	STATUS
	JANUARY 27 - 31, 2025		FINALIZE GENERAL PLAN / CONTENT CREATION FOR PNB	Pre-event		Notes	Completed
	FEBRUARY 1, 2025		COMMITTEE MEETING	Pre-event		Notes	Completed
	FEBRUARY 3-5, 2025		FINALIZE PROJECT & BUDGET PROPOSAL	Pre-event		Notes	Completed
	FEBRUARY 7, 2025		SUBMISSION OF PP & BP	Pre-event		Notes	Completed
	FEBRUARY 10-26, 2025		WAITING FOR APPROVAL FROM SACDEV	Pre-event		Notes	Completed
	FEBRUARY 26, 2025		PHOTOSHOOT FOR WORKING COMMITTEES	Execution		Notes	Completed
	MARCH 4, 2025		PROJECT LAUNCHING	Execution		Notes	Completed
	MARCH 8, 2025		COMELEC, NAMFREL, & SIAP COORDINATION MEETING	Execution		Notes	Completed
	MARCH 24, 2025		INTRODUCTION TO ALL DISTRICT COUNCILORS CANDIDATES	Execution		Notes	Completed
	MARCH 26, 2025		PRESS BRIEFING AT 3:00 PM	Execution		Notes	Completed
	MARCH 27 - 28, 2025		PROMOTIONS AT MAGIS WALKWAY	Execution		Notes	Completed
	MARCH 29, 2025		PAG ILA DAY 1 DISTRICT COUNCILORS	Execution		Notes	Completed
	APRIL 7, 2025		INTRODUCTION TO 1ST & 2ND LEDGIST CANDIDATES	Execution		Notes	Completed
	APRIL 12, 2025		PAG-ILA DAY 2 MAYOR & VICE-MAYOR	Execution		Notes	Completed
	APRIL 21, 2025		INTRODUCTION TO ALL MAYOR & VICE MAYOR CANDIDATES	Execution		Notes	Completed
	APRIL 26, 2025		PAG-ILA DAY 3 HOUSE OF REPRESENTATIVES	Execution		Notes	Completed
	APRIL 4 - 25, 2025		PROMOTIONS AT MAGIS ATRIUM	Execution		Notes	Completed
	APRIL 12 - 26, 2025		POST-IMPLEMENTATION DOCUMENTS	Post-event		Notes	Completed

SAMPLE WORK · 03

Task Delegation Matrix

Pag-Ila 2025

Committee-level delegation matrix mapping responsibilities, task owners, and progress status across all working units of Pag-Ila 2025 — built to maintain accountability and coordination across a 61-member team.

DAY 1: MATERIALS			
COMMITTEE	TASKS	STATUS	
MASS RELATIONS	PRINT AM SNACK ATTENDANCE	COMPLETED	
	PRINT LUNCH ATTENDANCE	COMPLETED	
	PRINT PM SNACK ATTENDANCE	COMPLETED	
	PRINT REGISTRATION FORM	COMPLETED	
	PRINT FLYERS	COMPLETED	
	PRINT NAMEPLATES (TO PASTE ON CHAIRS) D 1	COMPLETED	
	PRINT NAMEPLATES (TO PASTE ON CHAIRS) D 2	COMPLETED	
	PRINT PAGSAAD SA INTEGRIDAD (RECITATION OF THE PLEDGE) D 1	COMPLETED	
	PRINT PAGSAAD SA INTEGRIDAD (RECITATION OF THE PLEDGE) D 2	COMPLETED	
	PRINT / ASSEMBLE YES OR NO CARDS	COMPLETED	
	PRINT CERTIFICATE OF PARTICIPATION	COMPLETED	
	CREATIVES	NAMEPLATES OF CANDIDATES (SURNAME, FIRST NAME)	COMPLETED
		FLYERS (A4 VELLUM BOARD)	COMPLETED
LANYARD		COMPLETED	
ID DESIGN		COMPLETED	
SHORT PROMOTIONAL VIDEO		BLOCKED	
EVENT PRIMER		COMPLETED	
PROGRAMS	YES OR NO PADDLE BOARDS	COMPLETED	
	CERTIFICATE OF PARTICIPATION (ASK KC FOR THE CONTENT)	COMPLETED	
PROGRAMS	PPT	COMPLETED	
	HOST SCRIPT	IN PROGRESS	
STEERING	MODERATOR'S SCRIPT (LIZ & SEAN)	COMPLETED	
	CERTIFICATE OF PARTICIPATION	COMPLETED	
SECRETARIAT	LETTER TO VPHE FOR GUESTS ENTRY	COMPLETED	
	LETTER TO SECTORS [5 SECTORS, 1 QUESTION PER SECTOR]	COMPLETED	
	LETTER TO PARTNER SCHOOLS [INSERT HERE THE INFORMATION FROM DMS]	COMPLETED	
	LETTER TO MEDIA PARTNERS FOR PRESS BRIEFING [DATE OF PB MARCH 27, 2025]	COMPLETED	
	EXCUSE LETTERS	COMPLETED	
RESEARCH DEVELOPMENT	DAY 1 QUESTIONS	COMPLETED	
DOCUMENTATION	TARPS	COMPLETED	
	SET UP TARPS AT MAGIS WALKWAY	COMPLETED	
	REQUEST FOR TABLE	COMPLETED	
	REQUEST FOR PLATFORM FOR DAY 1	COMPLETED	
	REQUEST FOR CHAIRS FOR DAY 1	COMPLETED	
STEERING [ELIZABETH / KC / JANSON]			

Tr	Column 1	SOCIAL MEDIA	REMARKS	TIME OF POSTING	POSTING DATE / DEADLINE	POINT PERSON	File	LINK TO DRIVE	Status
	ABOUT THE PROJECT	NONE	Translate it to Bisaya		2/22/2025	rmrael08@gmail.com mail.com	[TRANSLA...		Completed
	1ST DISTRICT CANDIDATES	NONE	Stalk lang sa facebook & take note s		2/22/2025	atrigenio.mayrelle22@gmail.com	File	COMMUNICATIONS	Completed
	2ND DISTRICT CANDIDATES	NONE	Stalk lang sa facebook & take note s		2/22/2025	20230027484@my.xu.edu.ph	File		Completed
	MAYOR, VICE-MAYOR, & HOUSE OF REPS	NONE	Stalk lang sa facebook & take note s		2/22/2025	rmrael08@gmail.com	File		Completed
	PLEDGE OF COMMITMENT	NONE	Similar sa Botar Atenista wherein ms		2/22/2025	20230027484@my.xu.edu.ph y.xu.edu.ph	PLEDGE OF...		Completed
	Column 1				POSTING DATE / DE...	Name	File		
	TEASER POSTER	ALL	PUBMAT CONTENT "ATANGI"	7:00 PM	MARCH 4, 2025	rmrael08@gmail.com	Pag-ila 202...		Published
	PAGE DP AND COVER	ALL	REFERENCE: CHECK PAG-ILA PAGE	7:00 PM	MARCH 5, 2025	atrigenio.mayrelle22@gmail.com	Pag-ila 202...		Published
	TAGLINE EXPLANATION	ALL			MARCH 6, 2025	Name	File		Published
	DP BLAST [WORKING COM]	NONE		7:00 PM	MARCH 7, 2025	20230027484@my.xu.edu.ph	Pag-ila 202...		Published
	BRAND RELEASE	ALL		7:00 PM	MARCH 7, 2025	Name	Pag-ila 202...		Published
	EVENT DATE RELEASE	ALL		7:00 PM	MARCH 9, 2025	20240030886@my.xu.edu.ph	Pag-ila 202...		Published
	REGISTRATION STARTS			7:00 PM	MARCH 10, 2025	brennangemsbangoy@gmail.com	Pag-ila 202...		Published
	PULSO SA KATAWHAN VID 1			7:00 PM	March 11, 2025	Name	Pag-ila 202...		Suspended
	COMBO BAYO QUESTIONING REEL			7:00 PM	March 14, 2025	Name	File		Suspended
	IMPORTANCE OF ELECTIONS			7:00 PM	March 14, 2025	Richelle Mae Rael	Pag-ila 202...		Suspended
	PULSO SA KATAWHAN VID 1			7:00 PM	March 15, 2025	20240030886@my.xu.edu.ph	Pag-ila 202...		Suspended
	INTRODUCTION TO ALL DISTRICT COUNCILOR CANDIDATES			7:00 PM	March 24, 2025	Chelle	Pag-ila 202...		Published
	ASKING ATTORNEY AND LEGAL ADVISORS (PUBMAT)			7:00 PM	March 25, 2025	Name	File		Suspended
	PRESS BRIEFING PUBMAT			Morning	March 25 2025	Mayrelle	File		Published
	PULSO SA KATAWHAN VID 0			7:00 PM	March 26, 2025	Steering Committee	File		Published
	COUNTDOWN			7:00 PM	March 27, 2025	JD	Pag-ila 202...		Published

Secretariat Documentation

The Xavier Parliament 2023

SECRETARIAT COMMITTEE				
INTERNAL AFFAIRS				
TASK	COMMENTS	DEADLINE	LINK OF FILES	STATUS
Letter to College Councils	Partnership	August 26, 2023	COLLEGE COUNCILS	Done
Agriculture Student Council	Partnership: Provide Participant for the Event			Done
Computer Studies Student Council	Partnership: Provide Participant for the Event			Done
Council of Nursing Students	Partnership: Provide Participant for the Event			Done
United Arts and Sciences Student Council	Partnership: Provide Participant for the Event			Done
Association of the College of Engineering Students	Partnership: Provide Participant for the Event			Done
School of Business and Management Student Council	Partnership: Provide Participant for the Event			Done
Teacher's Guild	Partnership: Provide Participant for the Event			Done
XU - Red Cross Youth	Partnership: Provide people for the Safety and Security Team	August 26, 2023	TXP '23: (PARTNERSHIP INVIT ...	Done
Letter to Committee Conveners	Partnership: Provide Participant for the Event	August 31, 2023	COMMITTEE CONVENERS	Done
Letter to OVPHE	Request to excuse the working com & delegates for the event	September 5, 2023	XU ADMIN (OVPHE & OSA)	Done
Letter to OSA	letter for reservation (txp promotions in front of magis)			Done
Crusader Publication	Article creation & Documentation post-day event	August 26, 2023	TXP '23: (PARTNERSHIP INVIT ...	Done
Attendance Tracker				Done
Letter to CSG VP Ms. Merciel Mercado	Solidarity Message	September 5, 2023		Done
Letter to former CSG Pres. Ms. Shilina Golez	Solidarity Message			Done
Letter to Mr. Kyle Chester Cotacte	Solidarity Message			Done
Letter to XU President, Fr. Mars P. Tan SJ	Message to the Delegates of The Xavier Parliament 2023	September 5, 2023		Done
EXTERNAL AFFAIRS				
TASK	COMMENTS	DEADLINE	LINK OF FILES	STATUS
Letter to City Mayor	Solidarity message: Will provide monetary allowance for	August 25, 2023	SOLIDARITY MESSAGE & VID	Done
Letter to City Vice Mayor	Solidarity message			Done
Letter to Solidarity Speakers and Messages	Solidarity message			Done
Letter to Leni Robredo	Solidarity message			Done
Letter to Sen. Risa Hontiveros	Solidarity message			Done
Letter to Speakers	Solidarity message	September 2, 2023	(PLENARY SPEAKERS) UPDAT ...	Done
Dunkin	Sponsorship: Snacks for Participants / Vouchers	August 31, 2023	SPONSORSHIPS	Done
Kusina ni Mayang	Sponsorship: Lunch for Participants / Vouchers			Done
Human Nature	Sponsorship: Gift Packages for Speakers			Done
Mcdos	Sponsorship: Lunch for Participants / Vouchers			Done

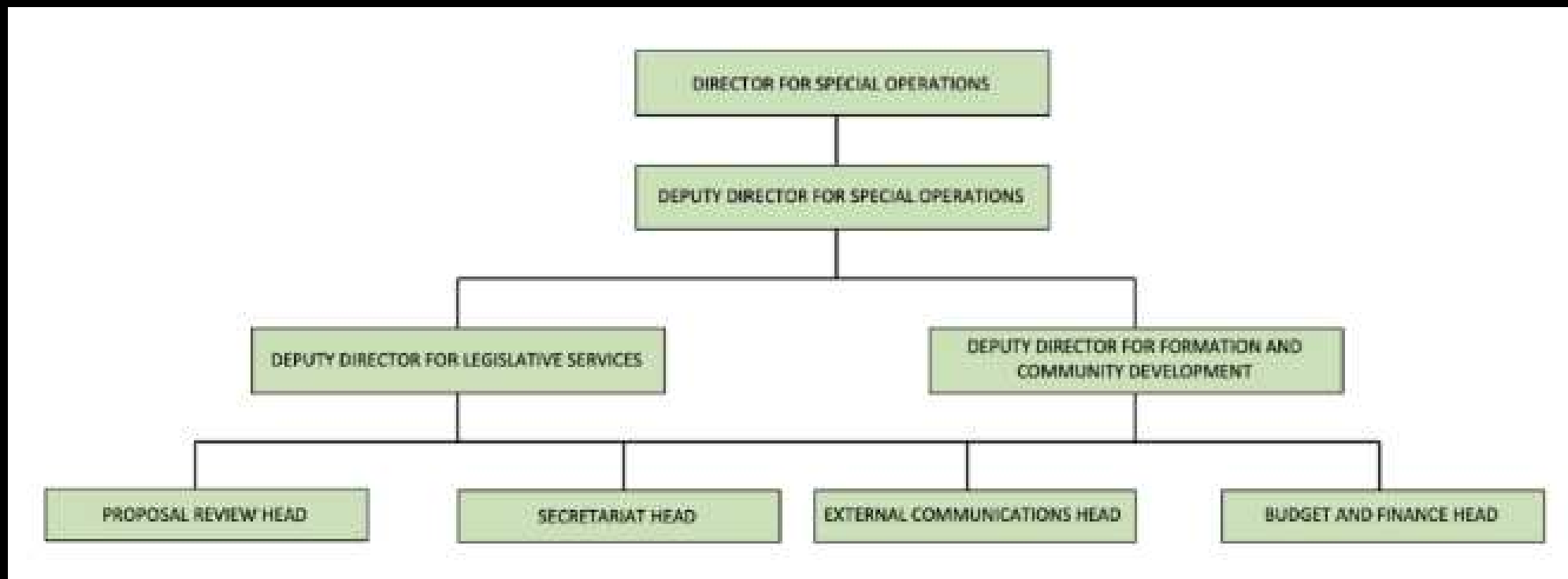
Secretariat tracker used during The Xavier Parliament 2023 to manage internal and external correspondence, monitor deadlines, and maintain organized records of all communications and deliverables across committees.

Workflow Optimization

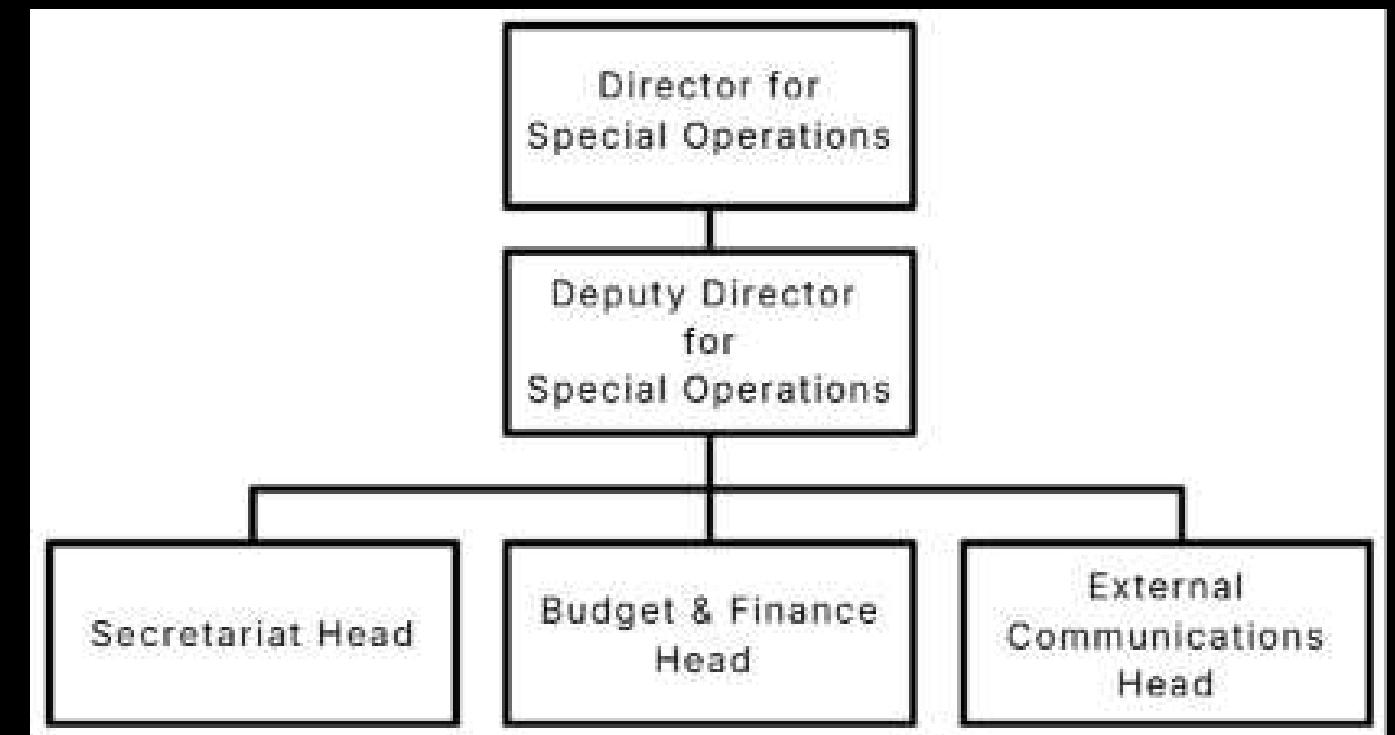
Special Operations Division

Organizational restructuring of the Special Operations Division — streamlined from a 6-branch hierarchical structure into 3 core operational units, improving role clarity, task delegation, and coordination efficiency across the division.

OLD STRUCTURE



NEW STRUCTURE

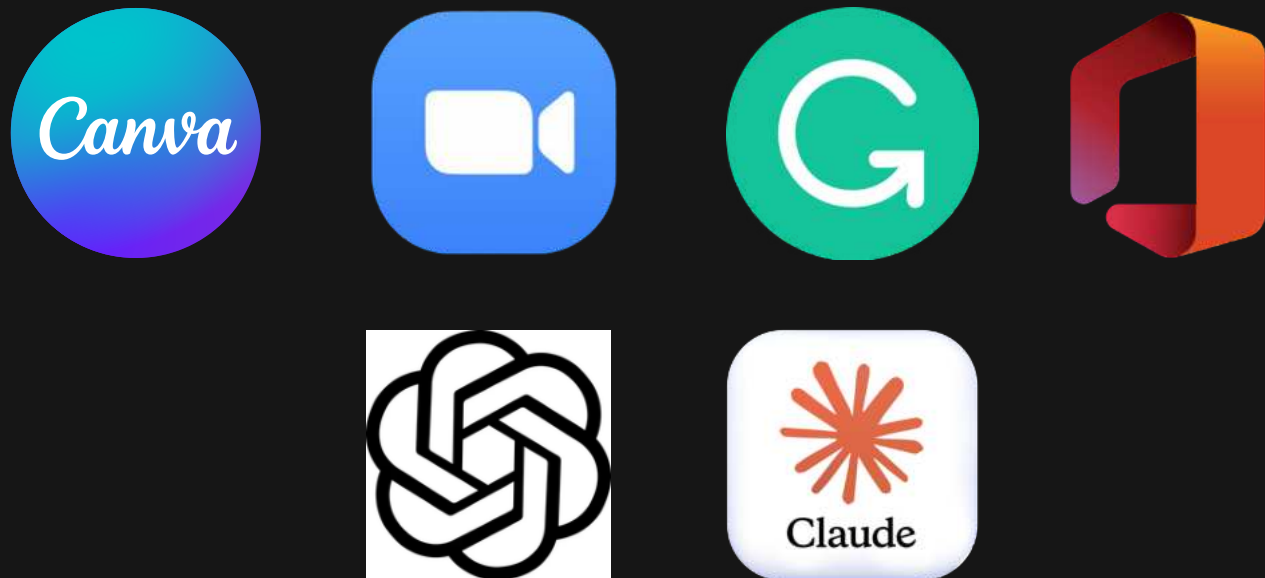


TOOLS & SOFTWARE

Tech Stack

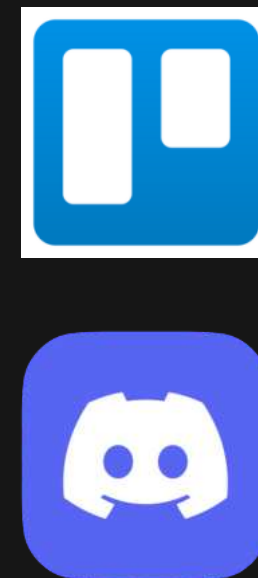
PRODUCTIVITY · COMMUNICATION · DESIGN

PROFICIENT



Google Workspace

FAMILIAR



LEARNING



LET'S WORK TOGETHER

READY WHEN YOU ARE

You focus on the big picture.
I'll handle the rest.

Whether you need someone to manage the details, coordinate your projects, or keep your operations running smoothly — I'm ready to support your work from day one.



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