

# Meet your **Strategic Executive** Assistant

Your partner in streamlined operations:  
handling the support and details while scaling  
your growth.

# About Me: Your EA Partner

Executive support professional with 10 years of leadership experience and a strong background in communication, coordination, and remote operations. Skilled in Google Workspace, Canva, and AI-assisted productivity tools such as Asana, Trello, Notion and ChatGPT to streamline workflows, manage schedules, and support day-to-day business operations. Recognized for adaptability, professionalism, and the ability to work independently in fast-paced environments.



# What I Bring to Your Business



## Professional Communication

Client-focused interactions that build trust and foster strong relationships.



## Strong Organization

Efficient process and time management skills for enhanced productivity.



## Consistent On-Time Delivery

Dependable results with minimal supervision, ensuring project success.



## High Attention to Detail

Ensuring data accuracy and meticulous execution in all tasks. Proactive support and problem resolution



## Reliable

Strengthen trust by producing accurate and well-checked outputs



## Dedication

Committed to long-term collaboration, ensuring clients achieve business goals efficiently and effectively.

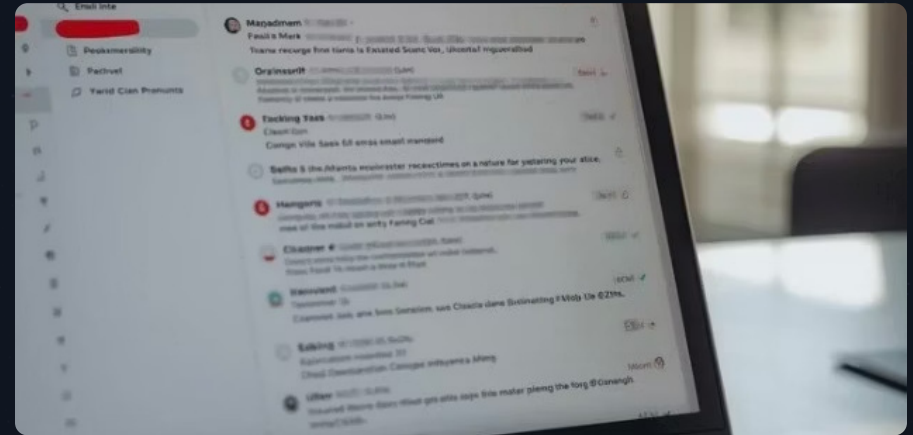
# Administrative Assistance

- Provided daily administrative support to managers and teams.
- Managed calendars, schedules, and internal documentation.
- Prepared reports, trackers, and summaries for decision-making.
- Ensured smooth workflow by organizing tasks and deadlines.



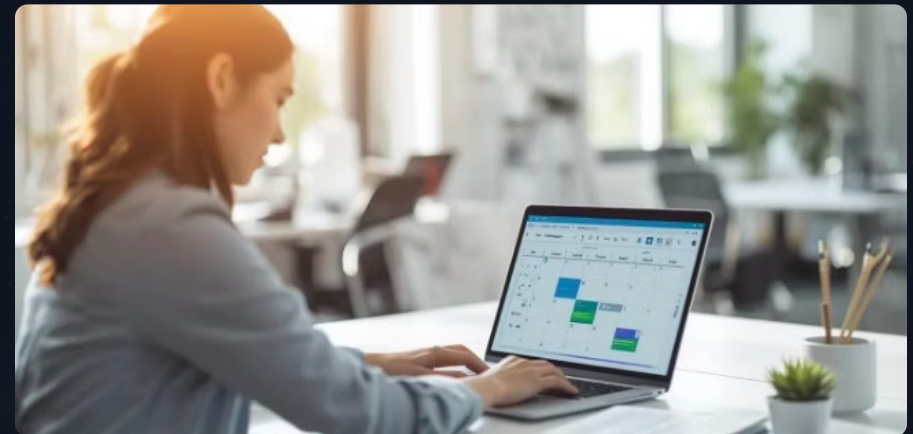
# Expertise in Customer Service

- Managed 50–80+ customer emails and inquiries daily.
- Maintained professional and empathetic communication.
- Reduced average response time by 30–40%.
- Resolved customer concerns with high satisfaction.



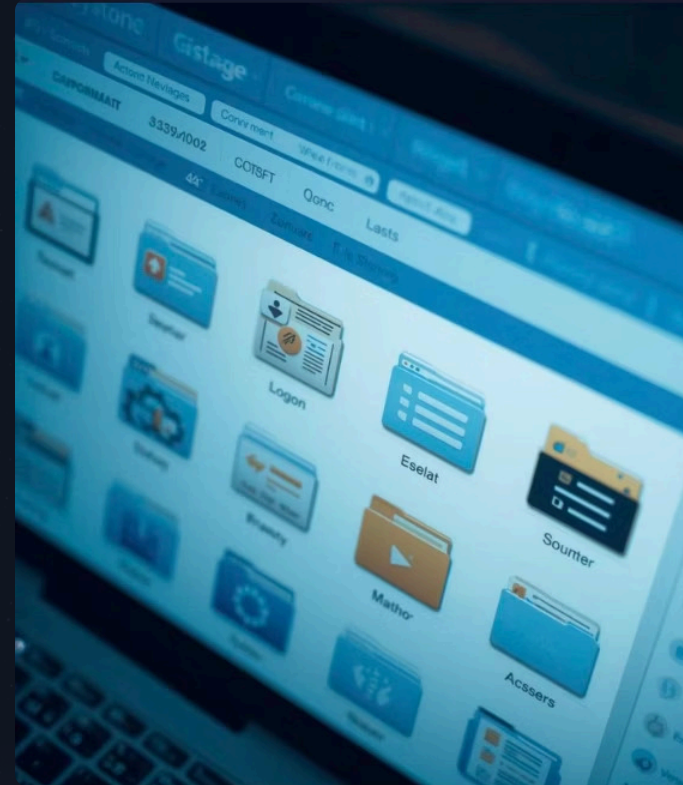
# Reporting & Data Handling

- **Data Integrity:** Maintains 100% accuracy in database entry and record management.
- **Actionable Insights:** Converts raw data into clear weekly and monthly performance reports.
- **Visual Dashboards:** Simplifies complex information into easy-to-read charts and visual summaries.
- **Security & Privacy:** Ensures strict confidentiality and organized filing for all sensitive business data.
- **Database Auditing:** Regularly cleans and optimizes records to eliminate redundancies and errors.



# Filing & Documentation

- Implemented structured digital filing systems.
- Maintained confidential files and records.
- Improved document retrieval time through proper naming conventions.
- Managed cloud-based storage (Google Drive, iCloud, Dropbox).



# Tools & Systems Mastery



## Business Productivity

Gmail, Docs, Sheets, Drive



## Microsoft Office

Word, Excel, Outlook, Microsoft 365



## Project Management

Zoho, Freshdesk, Zendesk,



## Cloud File Management

iCloud, Google Drive, Box Blog



## Task & Calendar Management

Asana, Trello, ClickUp, Notion



## Creative & AI

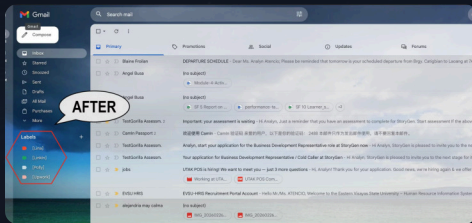
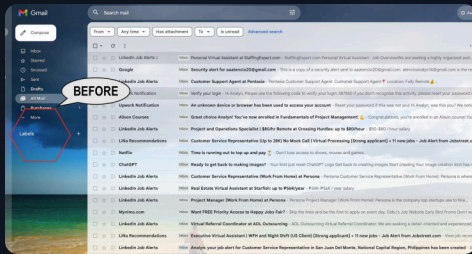
Canva, ChatGPT, Gamma, PowerDirector

# Sample Works

Email Filtering & Prioritization

Link:

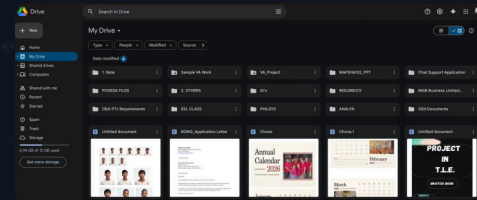
[https://drive.google.com/file/d/1Wf5ybBwZe6VHDds\\_oWh-3MaLffmEmHL/view?usp=sharing](https://drive.google.com/file/d/1Wf5ybBwZe6VHDds_oWh-3MaLffmEmHL/view?usp=sharing)



Document Workflow Management

Link:

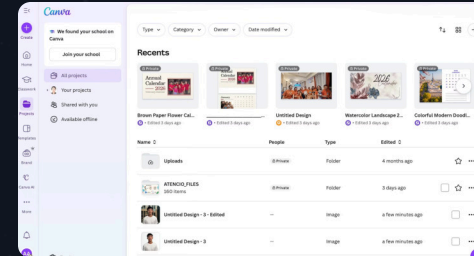
<https://drive.google.com/file/d/1MI6RvBdkPCssHBQKfueT9Ey7c0poezG9/view?usp=sharing>



Presentation & Graphic Design (Canva)

Link:

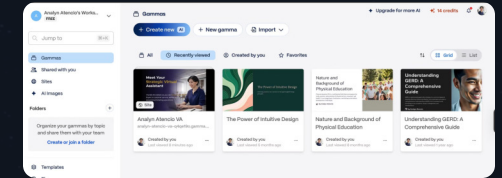
<https://drive.google.com/file/d/1rmiAtLTNks0bY506MMKodvW5MPQkzuoF/view?usp=sharing>



AI-Powered Slide Design (Gamma)

Link:

<https://drive.google.com/file/d/1A0wTKQiY3H2H0oPgrZKHTGTakJmChyb8/view?usp=sharing>



# Why Choose Me As Your EA?

## Efficiency

I remove bottlenecks and streamline your day through accurate reporting. I ensure you hit your goals effectively.



## Adaptability

I adapt to your evolving needs with clarity and purpose. I make our long-term collaboration a vital asset to your success.



## Foresight

I anticipate your needs before they arise to keep your schedule optimized. I ensure your operations remain free of surprises.

Ready to enhance your business efficiency? Let's collaborate!

Email: [atencioanaly14@gmail.com](mailto:atencioanaly14@gmail.com)

Phone: +639060238216

Location: Laoang, Northern Samar, Philippines