

---

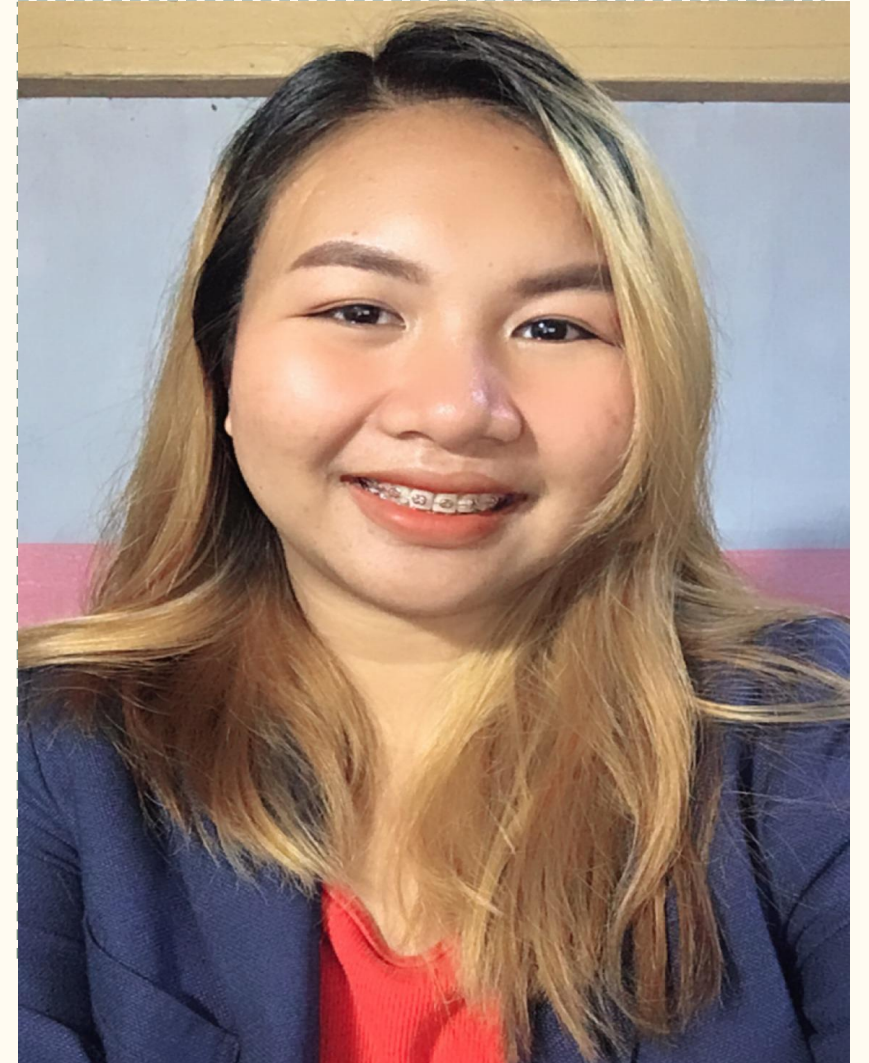
PERSONAL PORTFOLIO

# ANGELICA MAE TUNGPALAN

EXECUTIVE ASSISTANT/ VIRTUAL ASSISTANT

I help executives reduce workload and improve efficiency through organized, detail-driven virtual assistance.

---





|

*I help busy executives and business owners stay organized and save time by managing their daily operations and client communication.*

Executive Assistant for business owners and community.

---

**BASED IN**  
Isabela, Philippines

**TIME ZONE**  
UTC +08:00

**AVAILABLE**  
40+Hrs / week

# About me.

## THE HOOK

*I'm a results-driven Virtual Executive Assistant who helps executives stay focused by handling operations, coordination, and communication with accuracy and discretion. I ensure consistency, efficiency, and high-quality execution.*

## THE STORY

*I thrive in fast-paced environments where priorities shift quickly and structure is essential. I enjoy bringing clarity, organization, and reliable execution so founders can stay focused on growth and strategy.*

## THE PROMISE

*Working together means less stress on your end—I handle the operational details, keep things organized, and ensure deadlines are met so you can focus on growth and decision-making.*



## QUICK FACTS

Years of experience

**6 years**

English proficiency

**C1**

Languages

**English, Filipino, Ilocano**

Primary work style

**Async / Real-time / Remote**

# What I deliver.

---

01

## **MORE TIME TO FOCUS ON GROWTH**

*Your calendar, inbox, and priorities are fully managed so you can focus on high-level decisions and scaling.*

04

## **NOTHING FALLS THROUGH THE CRACKS**

*Tasks, follow-ups, and deadlines are tracked and executed with precision, ensuring consistent progress.*

02

## **CLEAR & ORGANIZED OPERATIONS**

*Your systems, files, and workflows are structured and easy to navigate, eliminating confusion and inefficiencies.*

05

## **STREAMLINED WORKFLOWS & PROCESSES**

*Your day-to-day operations run smoothly with optimized systems that reduce delays and manual effort.*

03

## **CONSISTENT & PROFESSIONAL COMMUNICATION**

*All client and internal communication is handled promptly and professionally, improving overall experience and trust.*

06

## **LESS STRESS, MORE CONTROL**

---

*You operate with clarity and confidence knowing everything is organized, handled, and moving forward.*

# Tools I work in.

*The platforms my clients hire me to be fluent in.*



*Zendesk*



*Asana*



*Kw Command*



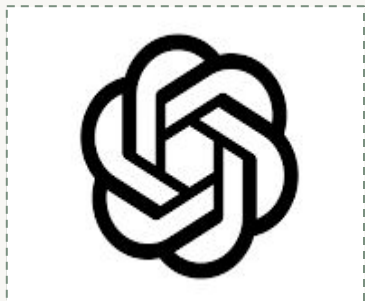
*Canva*



*Slack*



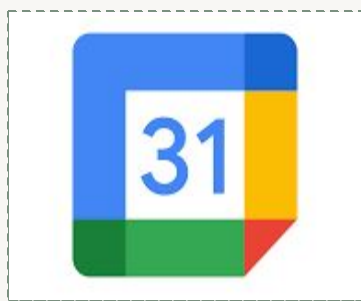
*Google Docs*



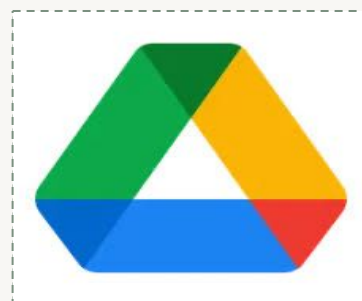
*ChatGPT*



*Google Mail*



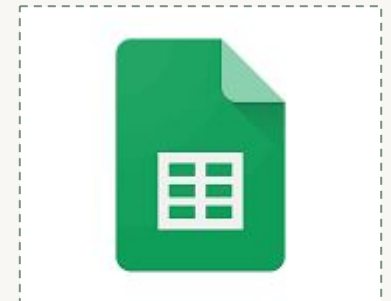
*Google Calendar*



*Google Drive*



*Zoom*



*Google Sheets*

# How we'll work.

---

*A simple, efficient 4-step process designed to keep everything organized, clear, and moving forward.*

**01**

## Discovery

*We start by understanding your workflow, priorities, and current challenges. I identify gaps, clarify expectations, and align on how I can best support your day-to-day operations.*

**02**

## Setup

*I organize your tools, systems, and communication channels for efficiency. This includes structuring your calendar, files, and workflows so everything is clear, accessible, and easy to manage.*

**03**

## Execution

*I take ownership of tasks such as scheduling, coordination, communication, and admin support. I work proactively to ensure everything runs smoothly and deadlines are consistently met.*

**04**

## Reporting

*You receive regular updates on progress, completed tasks, and priorities. This keeps you informed, in control, and confident that everything is handled efficiently.*

## CASE STUDY • 01

# How I helped streamline agent roster systems and improve operational efficiency in 3 weeks.

CLIENT  
REAL ESTATE  
DURATION  
3 WEEKS

## PROBLEM

*The roster sheets were disorganized, inconsistent, and difficult to manage, leading to confusion and delays in tracking agent information. Important details were often missed or duplicated, making it hard to maintain accurate records and support daily operations.*

## SOLUTION

*I reviewed the existing roster system and identified gaps in structure and consistency. I then:*

- *Rebuilt the roster using a clean, standardized Google Sheets format*
- *Created clear categories and data fields for easy tracking and updates*
- *Implemented naming conventions and version control to avoid duplication*
- *Organized the file system in Google Drive for quick access and collaboration*

## RESULT

*Within 3 weeks, the roster system became fully organized and easy to manage, reducing confusion and manual errors. Tracking and updating information became significantly faster, improving overall efficiency by over 50% and allowing the team to operate more smoothly.*



*“Angelica brought structure and clarity to our systems—everything is now organized and easy to manage.”*  
— Kami Binstock, KWYP® Community Specialist

# In their words.

---

“

*You are the best!*



**Jaime Cuevas**  
*Realtor, Bray Real Estate*

“

*I If there is anyone I trust with this, it's you!*

*(leaving the community during her maternity leave)*



**Kami Binstock**  
*Community Specialist*

# Three ways to work together.

## STARTER

Starting from

**\$900**/month

*Best for: clients who want to test the relationship before committing more.*

### INCLUDES

- Organized calendar and zero missed appointments
- Clean and manageable inbox with prioritized emails
- Basic task tracking so nothing gets overlooked
- Consistent client communication and follow-ups

## MOST POPULAR

## PROFESSIONAL

Starting from

**\$1,200**/month

*Best for: clients who need reliable, ongoing support to stay organized and scale efficiently.*

### INCLUDES

- Streamlined inbox with faster response times and priority handling
- Structured systems (Google Drive, CRM) for easy access and organization
- Proactive task and project coordination (Asana or similar)
- Increased efficiency and more time to focus on growth

## PREMIUM

Starting from

**\$1,500**/month

*Best for: clients who want full operational support with priority handling and a true right-hand assistant*

### INCLUDES

- Fully optimized workflows and systems tailored to your business
- Advanced coordination across clients, vendors, and team members
- Seamless execution of day-to-day operations
- Reduced workload with full operational ownership
- Higher productivity and faster decision-making

# Why work with me.

---

## 01 TIME ZONE

---

*My working hours are aligned with US time zones, allowing real-time collaboration during your business hours. Based in the Philippines, I overlap with US Eastern mornings, US Pacific evenings, UK afternoons, and AU mornings—so work continues even while you're offline.*

## 03 EXPERIENCE & CONTEXT

---

*I bring over 6 years of experience in BPO and customer support, working with international clients and handling high-volume communication. This background trained me to be detail-oriented, responsive, and consistent—ensuring accuracy, professionalism, and efficiency in every task.*

## 02 ENGLISH PROFICIENCY

---

*Professional-level English with strong clarity in both written and verbal communication. Experienced in handling client-facing communication, email support, and documentation with a clear, concise, and professional tone.*

## 04 VALUE OF MY RATE

---

*You're not just hiring support—you're gaining a reliable partner who brings structure, consistency, and efficiency to your operations. I deliver high-quality work at a rate that allows you to scale smarter, save time, and focus on growth—without compromising standards.*

# Let's talk.

---

*If this sounds like a fit, let's connect and discuss your priorities.  
I'll help you identify where I can take work off your plate.*

**BOOK A DISCOVERY CALL →**

## OR REACH OUT DIRECTLY

---

**EMAIL** [angelicamae.tungpalan@gmail.com](mailto:angelicamae.tungpalan@gmail.com)

**LINKEDIN** [www.linkedin.com/in/angelica-mae-tungpalan](https://www.linkedin.com/in/angelica-mae-tungpalan)

**INSTAGRAM** [\[@annethelle019\]](#)

*[Working hours: Mon-Fri, 9am-6pm PHT (UTC+8) • Replies within 4 business hours]*