



# PAMELA ABELGAS

## Executive Administrator

I am a qualified and professional administrator with experience in corporate and personal work-life management. I have strong creative and analytical skills. A team player with an eye for detail.

## WORK EXPERIENCE

### Athena Labs, LLC

E.A. Independent Contractor (May 2021 - Oct 2022)

#### Purchasing and Acquisitions:

- Research, coordination of international shipment of artworks including submission of required legal documents, authentication, framing, installation, etc.
- Assist in sourcing, purchasing and transport of 6fig cushion design engagement ring and replica
- Sourcing and coordination in the purchase of pet
- Coordinated car gift, search, research details, purchase and payment, insurance and titling, and surprise delivery
- Coordinated the purchase of VIP tickets for F1 race, Disney VIP tours, and VIP access to US Open.
- Sourced custom tailoring/repair of suits and designer dresses
- Sourcing, scheduling, and coordinating the visit to bridal shops and fitting of designer bridal gowns
- Sourced repair/purchase of household items like, ice maker, outdoor fire pit, cctv, blinds, memory foam pillows and special food items
- Sourced high-resolution print and framing, custom coins
- Tracking of shipments

#### Travel Coordination:

- Booking/reservations of first class commercial flights, private jet, helicopter charter, VIP lounge/private suite expedited transit, limo services, non-emergency medical transport, pet transport
- Coordination with luxury travel concierge for travel to international destinations like: Monte Carlo, Monaco; Nice, France; St. Tropez, France; Positano, Italy; Mykonos, Greece; The Brando resort; St. Barthelemy. Made travel arrangements for local destinations like: Vail, CO; Canyon Point, UT; Las Vegas; NYC, etc.

#### Household Operations:

- Scheduling and coordinating with house cleaners
- Scheduling and coordinating with groomers for pet grooming
- Sourcing of gifts for colleagues and close friends
- Tracking deliveries
- Coordinating and scheduling sports car repairs
- Sourcing and scheduling house repairs for pipes, blinds, faucet and toilet, pool

## CONTACT

pamabelgas@gmail.com

0922.390.7660

B61 L11 #6 Excellence St  
Jubilation Enclave Village, Sto  
Nino, Binan Laguna

## SKILLS

- Strong English communication
- Attention to details
- Problem-solving
- Project management tools such as: Trello, ClickUp, Slack, Slab, Front, Google Suite
- Purchasing
- Research and booking air/ground transport, restaurant/hotel/resort

## EDUCATION

### BACHELOR OF ARTS - DEVELOPMENT STUDIES

University of the Philippines - Manila  
1992 - 1998

### SECONDARY SCHOOL

La Consolacion College - Binan  
1988 - 1992

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## WORK EXPERIENCE

### Lifestyle and Events Management

- Sourcing and scheduling of spa treatments, hydra facial and body sculpting, acupuncture and chiropractic sessions.
- Restaurants
- Coordinating with event managers for company-related seminars, conventions and company events.

### Financial

- coordinated with family office for the payment processing via wire transfers and checks.
- coordinated with the AMEX black card/Centurion Team for any reservation and purchase requests.

## OTHER WORK EXPERIENCE

### Certified Corporate Trainer

#### Intrado Inc. (formerly West corp.)

- Trained new hires on conference calls processes for clients in North America, EMEA and APAC.
- Facilitated targeted training classes to agents who will run operator-assisted calls of NA, EMEA and APAC clients.
- Facilitated cross-skill virtual training for agents in Bangalore, Singapore, and Sydney

### CONFERENCE ADMINISTRATOR

- Handled preparation, execution and monitor of audio conferences of companies from the North America region.
- Trained to handle audio conferencing for both APAC and EMEA regions too.

### OTHER JOBS HELD

- Purchasing Officer
- College Instructor
- Primary School Teacher
- Korean School English Tutor
- Bank HR Admin Assistant

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## TRAININGS / CERTIFICATION

### ISO 9001

Documentation Management

### ISO 14001

Environmental Compliance

### SIX SIGMA YELLOW BELT

Corporate Training