



Angelie Guzman Robin

Executive Assistant / Project Management / Operations

+63 919 353 1631

angelieguzmanrobin@gmail.com

I'm someone who loves to learn and embrace new experiences. Organized, adaptable, and dependable, I place a high value on maintaining a healthy work-life balance while prioritizing mental well-being and professional growth. I take a proactive approach to challenges, taking pride in my resourcefulness and ability to quickly grasp new ideas.

Relevant Work Experience

Weekly Accounting, Inc. | Executive Assistant/Ops & Project Management

May 2023 – Present, California, USA (Remote work)

- Manage CEO's complex calendar, emails, and communications to ensure efficient scheduling and coordination
- Provide strategic support across sales, project management, and onboarding processes
- Assist with HR and finance functions, including employee onboarding and collections
- Handle various administrative and operational tasks to optimize efficiency across departments

Christianson Design LLC | Admin Assistant

Mar 2021 – Mar 2022, Maryland, USA (Remote work)

Supported project initiation, data entry, and invoicing, ensuring timely completion

- Organized and maintained project folders and portfolios for seamless access and collaboration
- Supported project closure processes, ensuring all documentation was up-to-date

Awesome OS Philippines | Customer Service & Quality Assurance

Feb 2014 – Jul 2016, Davao City, PH

- Delivered personalized customer service through calls, chats, and emails, ensuring client satisfaction
- Audited customer interactions and provided feedback to improve team performance
- Developed and conducted training sessions and coaching materials for continuous improvement
- Led product and new hire training to ensure quality service and operational consistency

CEOs Business Growth Program - CBG | Executive Assistant

Jul 2016 – Sep 2016, Dubai, UAE

- Supported CEO with high-level administrative tasks, including calendar management and communications
- Assisted in streamlining processes and supporting key strategic initiatives for business growth
- Facilitated smooth operations within the leadership team, contributing to program success and efficiency
- Managed social media accounts and social media marketing campaigns

Educational History

- **University of Perpetual Help System DALTA - PH** | Master of Arts and Education Major in Special Education | 2020 – 2022
- **Mindanao Kokusai Daigaku - PH** | Bachelor in Elementary Education Major in Special Education | 2010 - 2016

Tools Used

- **CRM:** ClickUp, Asana, Zendesk, Hubspot
- **Sales & Marketing:** Expandi, Instantly, GoHighLevel, Buzzsprout
- **Communications:** Slack, Missive, DialPad
- **Others:** Google Suite, Jotform, Canva, 1Password, Quickbooks Online, Stripe, Bill.com, Deel App

Relevant Skills

- Email & Calendar Management
- Project Management & Task Coordination
- Platforms & CRM Management
- Billing/Invoicing & Collections
- HR and Recruiting
- Communication
- Critical Thinking & Problem-solving

Awards & Certifications

- **Teaching License/Thailand Teachers Council** – FEB 2020-2025
- **TOEIC Certificate** – JUL 2020 – Score: 980/990