



LEEANNA MARIE PONGYAN-VITUG

Quezon City, Philippines | +63 961 680 3508



KEY SKILLS

Inbox & Calendar Management
CRM (Customer Related Management)
Organizational & Time Management
Communication & Interpersonal Skills
Problem-Solving & Analytical Thinking
Confidentiality & Discretion
Technical & Digital Proficiency
Social Media & Marketing Support
Event Planning & Coordination
Light Graphic Design
Light Video Editing
Website Designing

SOFTWARE

Google Workspace Applications
Microsoft Applications
Slack | Discord
Clio Grow
Canva | Photopea
Zoho | Hubspot
Trello | ClickUp | Notion
Go High Level
Hubspot

RELATED WORK EXPERIENCE

Freelance Executive Assistant | January 2025 – Present

- Manage executive calendars, schedule meetings, and coordinate appointments.
- Handle email correspondence, draft reports, and prepare presentations.
- Organize and maintain confidential files, records, and documents.
- Serve as a liaison between executives, clients, and internal teams.
- Assist in project management by tracking deadlines and deliverables.
- Prepare meeting agendas, take minutes, and follow up on action items.
- Conduct research and compile data for reports and presentations.
- Anticipate executive needs and provide proactive administrative support.

Administrative Assistant 2 | Philippines Missionary Training Center | March 2020 to Present

- Sphereheads social media management
- Corresponds with local and/or international leaders and /or parents of incoming and current trainees;
- Responds to inquiries of staff, local and international leaders, counterparts, and trainees face to face, email, phone, and video calls;
- Sets and coordinates schedules of meetings to both internal and external participants;
- Coordinates missionaries' medical needs to Ecclesiastical Leaders & Area Medical Advisers;
- Prepares, organizes, and keeps programs and minutes of training and administrative meetings;
- Manages meetings and events on Zoom, MS Teams, and clients' preferred platforms;
- Performs HR tasks throughout staff's employment such as keeping a backup file system of the teacher's pertinent documents;
- Makes necessary travel arrangements for leaders and missionaries by coordinating with their assigned Travel coordinator or third-party transportation provider;
- Serves as a liaison with counterparts within and outside the organization related to purchasing, personnel, facilities, and operations;
- Maintains and updates calendars of leaders and tours;
- Conducts research, analyzes information, and prepares recommendations.

Legal Assistant | KAJAE Premium Staff Augmentation | Dec. 2021 — March 2022

- Managed Client's Leads via Clio Grow;
- Scheduled virtual consultations;
- Managed company online drives and email accounts;
- Provided answers to clients' inquiries regarding consultations;
- Corresponds with staff members and clients.

REFERENCES TO BE PROVIDED UPON REQUEST