



# COLEEN CRISTOBAL

## CONTACT



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Cavite, Philippines



## EDUCATION

**BACHELOR OF ARTS IN MASS  
COMMUNICATION MINOR IN  
ADVERTISING**

ST. SCHOLASTICA'S COLLEGE,  
MANILA

REFERENCES AVAILABLE  
UPON REQUEST.



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## OBJECTIVE

Highly motivated and results-driven Executive Assistant with extensive experience supporting senior executives, managing cross-functional communications, and ensuring smooth operations across departments. Eager to contribute my organizational skills, proactive approach, and enthusiasm for career growth to assist.

## PROFESSIONAL EXPERIENCE

### EXECUTIVE ASSISTANT

**CABLE MANAGEMENT WAREHOUSE LTD | UK | 2024-2025**

- Coordinated reports across departments including Sales, Marketing, and Business Support, ensuring smooth communication and accurate data management.
- Managed executive calendars, meetings, and travel arrangements with a focus on efficiency and time management.

### PERSONAL ASSISTANT

**LAL'S BOUTIQUE INC. | US | 2024**

- Managed social media content (Facebook, Instagram, TikTok) to boost brand presence.
- Handled client communications via chat and email, ensuring timely support.
- Created marketing materials and reached out to suppliers for potential collaborations.

### EXECUTIVE ASSISTANT

**THE ROOM, LLC | US | 2023**

- Managed VP's calendar, scheduling meetings and ensuring event communication.
- Assisted with event planning, vendor coordination, and client communication.
- Prepared reports, presentations, and materials for meetings to support event execution.

### TEAMMATE (CUSTOMER SERVICE)

**TASKUS, INC. | UK BASED CAMPAIGN | 2019 - 2022**

- Identifying and assessing customers' needs to achieve satisfaction.
- Handled and resolved incoming or outgoing customer inquiries through various support channels such as voice, email, & chat.

## SKILLS

- Email and social media management
- Excellent time management skills
- Resourceful and detail oriented
- Knowledgeable in Google, Microsoft and other CRM apps
- Self motivated and can work with a team