



JEWEL

[VIDEO INTERVIEW](#)

EXPERTISE SKILLS

- Executive Accounting Support
- Financial Analysis & Reporting
- Financial Statement Preparation
- Budgeting & Forecasting
- Bank Reconciliation
- Accounts Payable (AP)
- Accounts Receivable (AR)
- Cash Flow Management
- Month-End Close
- KPI Dashboard Reporting
- Budget Variance Analysis
- Accounting Process Improvement
- Workflow Automation
- Property Management Accounting
- Real Estate Financial Operations
- Executive Administrative Support
- Data Management & Analysis
- Business Operations Support
- Social Media Management
- Paid Advertising Campaign Management
- Content Scheduling
- Audience Engagement
- Verification & Background Screening
- Compliance & Documentation
- Report Coordination

TOOLS

- Monday.com
- HubSpot CRM
- AppFolio
- Kiabi
- QuickBooks Online
- Microsoft Excel
- Microsoft Word
- Microsoft PowerPoint
- Google Workspace
- ERP Systems

Results-driven Executive Assistant with 5+ years of experience providing high-level executive, financial, and administrative support in accounting, operations, and virtual assistance roles. Brings strong expertise in executive administration, financial operations, calendar and stakeholder coordination, process improvement, and business support, helping organizations enhance operational efficiency, improve decision-making, and enable executive leaders to focus on strategic business objectives.

WORK EXPERIENCE

FINANCIAL OPERATIONS SPECIALIST

Property Rush, LLC | March 2026 – June 2026 (4 Months)

- Prepared monthly financial statements, managed month-end close activities, reconciled bank accounts and investment property balances, oversaw accounts payable operations, produced financial and KPI reports, and improved accounting workflows through automation using QuickBooks Online, Excel, and Google Sheets.

ACCOUNTING SPECIALIST FOR EXECUTIVE OFFICE

ADEC Innovations Corporation | March 2024 – March 2026 (2 Years, 1 Month)

- Prepared executive financial reports for the CEO, managed reconciliations for 20 global bank accounts, handled incoming and outgoing financial transactions, maintained accounting operations, and ensured accurate financial records to support executive decision-making.

SOCIAL MEDIA MANAGER / VIRTUAL ASSISTANT

Renta Camera PH | June 2023 – Present

- Managed social media platforms, maintained brand consistency, planned and optimized paid advertising campaigns, scheduled content, monitored engagement, and tracked platform performance.

VERIFICATIONS SPECIALIST / REPORTS COORDINATOR

Sterling Backcheck | August 2021 – March 2024 (2 Years, 8 Months)

- Conducted employment, education, and credential verifications, ensured compliance with client standards, maintained operational reports, and improved reporting processes to support team efficiency.

ACCOUNTING ASSOCIATE – TAX COMPLIANCE

P.A. Properties Development Corporation | January 2021 – August 2021 (8 Months)

- Prepared tax computations and returns, ensured compliance with tax regulations, reviewed financial analyses, and monitored organizational adherence to statutory requirements.

ACCOUNTING / SALES ADMIN ASSISTANT

Equilibrium Intertrade Corporation | December 2019 – January 2021 (1 Year, 2 Months)

- Prepared invoices and quotations, generated sales and inventory reports, responded to customer inquiries, and provided administrative and basic technical support for equipment-related concerns.

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