



BITUIN

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WORK EXPERIENCE

CUSTOMER SUCCESS LEAD

BallerTV | March 2024 – November 2025 (1 Year, 9 Months)

- Managed relationships with external customers and internal stakeholders, oversaw event-planning deliverables, developed marketing assets, and coordinated scheduling provider integrations to ensure seamless event operations

SALES ENABLEMENT TRAINING LEAD

CCO Organization, TaskUs | March 2022 – April 2023 (1 Year, 2 Months)

- Led onboarding for newly hired CCO employees (achieving a 91% satisfaction score), facilitated specialized trainings for Sales, Client Services, Marketing, and Enablement teams, supported administrative training needs, and monitored competency assessments for ongoing TNAs

EXECUTIVE ASSISTANT TO THE VP, BUSINESS DEVELOPMENT

TaskUs | November 2020 – February 2022 (1 Year, 4 Months)

- Managed executive calendars, meetings, and communications; led monthly virtual team engagement events; and served as Project Lead for the company's e-commerce store, successfully launching the NAM region store with expansions planned for PH and India

EVENTS AND PRODUCTION SPECIALIST

Aboitiz Equity Ventures Inc. | March 2019 – July 2020 (1 Year, 5 Months)

- Planned and executed executive and internal events, managed sponsorships, tracked event budgets, and procured/managed corporate merchandise and branding materials while maintaining strong relationships with vendors and stakeholders

FACILITIES & SERVICES ADMINISTRATOR

Aboitiz Power-Therma Luzon, Inc. | January 2017 – February 2019 (2 Years, 2 Months)

- Coordinated mobility services and resource allocation, ensured availability of workspace and tools, and processed foreign employee work permits for compliance with DOLE and Immigration requirements

EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR

Aboitiz Power-Therma Luzon, Inc. | July 2014 – December 2016 (2 Years, 6 Months)

- Supported scheduling, reporting, presentations, and administrative needs for the Executive Director and the Coal Operations & Maintenance team

HR ASSISTANT, GENERATION GROUP

Aboitiz Power Corporation | January 2014 – July 2014 (7 Months)

- Supported recruitment, retention, statutory benefits, and medical benefits administration for the Coal Group

EXECUTIVE ASSISTANT TO THE EVP & COO

Aboitiz Power Corporation | August 2013 – January 2014 (6 Months)

- Managed high-level executive schedules, meetings, reports, and expense documentation while coordinating with business units on operational concerns

LEGAL ADMINISTRATIVE ASSISTANT

STI ESG, Inc. | August 2012 – March 2013 (8 Months)

- Handled filing, documentation, legal correspondence, and monitoring of labor cases, coordinating with various departments and the Corporate Secretary

RECRUITMENT ASSISTANT (HR)

STI ESG, Inc. | August 2011 – July 2012 (1 Year)

- Managed job postings, facilitated applicant screening and assessment, and assisted with employee separation processes

OCCUPATIONAL HEALTH NURSE

ActiveOne Health Inc. | February 2010 – July 2010 (6 Months)

- Provided initial medical care to BPO employees and coordinated emergency referrals

ADMINISTRATIVE ASSISTANT

A.R.M. Resources | January 2009 – June 2009 (6 Months)

- Supported a pharmaceutical team with administrative tasks including documentation, communication handling, and workflow coordination .

SKILLS/AREAS OF EXPERTISE

- Administrative Assistance
- Executive Assistance
- Calendar Management
- Travel Planning & Itinerary Management
- Email Management & Communication Handling
- Legal Administrative Support
- Account Management
- Graphic Designing (Canva, Photoshop)
- Event Coordination & Scheduling
- Documentation & Reporting
- Stakeholder & Client Communication
- Project Support & Task Coordination
- Team Collaboration & Cross-Functional Support

TECHNOLOGY

- Microsoft Office 365
- Google Suite / Google Workspace
- Asana
- Monday.com
- Trello
- Canva
- Adobe Photoshop
- Slack
- Zoom
- Salesforce

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