



MABELLE

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WORK EXPERIENCE

EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR

Onsite NGO | June 2025 – January 2026 (8 Months)

- Provided high-level executive and governance support by managing complex inboxes and multi-time zone calendars, coordinating board and donor meetings, preparing agendas and minutes, drafting executive communications and reports, tracking organizational priorities, and handling sensitive information with strict confidentiality.

EXECUTIVE & GENERAL VIRTUAL ASSISTANT

International Clients (Singapore, UK, US) | February 2024 – November 2025 (1 Year, 10 Months)

- Delivered executive, administrative, and operations support to founders across finance, film, wellness, and digital commerce by managing calendars, travel, inboxes, workflows, client communications, financial tracking (Reap, Xero), content systems, research, compliance tasks, and AI-enabled process improvements to increase team efficiency.

PERSONAL DEVELOPMENT TEACHER

Sacred Heart Academy of Pasig

- Taught senior high school students personality development concepts by designing student-centered activities, organizing time-bound tasks, implementing critical thinking-focused learning methods, evaluating performance, and maintaining a safe, inclusive classroom environment.

BASIC ENGLISH TUTOR

Eye Level Learning Center

- Provided basic English instruction to children ages 6–12 by teaching grammar, reading, writing, and language usage while monitoring weekly performance and supporting foundational literacy development.

PERSONAL ASSISTANT/OPERATIONS SUPPORT

LOIS SABON Palawan Provincial Distributor / Three B's Water Refilling Station & Laundry Shop

- Supported daily operations of three businesses by managing social media engagement, supervising schedules, handling customer inquiries, maintaining inventories, coordinating appointments, assisting with marketing materials, and overseeing basic financial desk functions.

SKILLS/AREAS OF EXPERTISE

- Executive Assistance
- Office & Operations Administration
- Calendar & Email Management
- Meeting & Event Coordination
- Project & Task Management
- Research & Data Gathering
- Content Creation & Copywriting Support
- Social Media Management & Scheduling
- Document Preparation & Editing
- CRM & Database Management
- Workflow & Process Organization
- Confidential Information Handling

TECHNOLOGY

- Google Workspace
- Microsoft Office 365
- Notion
- Asana
- Trello
- Slack
- Canva
- Adobe Creative Cloud
- WordPress
- Loom
- ChatGPT
- Zoom

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WORK EXPERIENCE

ESL TEACHER (REMOTE)

Idiomo Canada | Alberta, Canada

- Conducted online ESL classes for foreign adult learners by facilitating conversational English lessons, assessing student performance, providing tailored feedback, and creating engaging visual learning materials in an inclusive learning environment.

PHILOSOPHY TEACHER

Holy Trinity Universty | Palawan

- Taught senior high school philosophy through face-to-face instruction, debates, and forums while developing critical thinking skills, organizing academic tasks, evaluating performance, and promoting an anti-discriminatory classroom culture.

ORAL COMMUNICATIONS TEACHER

Far Eastern University High School Inc.

- Instructed senior high school students in advanced English usage, semantics, and public speaking by guiding argumentative writing, organizing structured activities, assessing proficiency, and fostering critical thinking and inclusive learning practices.

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