



KAMILLE
 VIDEO INTERVIEW

WORK EXPERIENCE

EXECUTIVE ASSISTANT & CLIENT SERVICES COORDINATOR

Coronis Health Philippines (formerly Miramed Philippines Group LLC) | Aug 2022 – Present

- Conducts client assessments, coordinates service providers, manages client relationships, leads staff, resolves issues, and handles various administrative tasks including emails, itineraries, and follow-ups.

EA, ADMIN & OPERATIONS MANAGER

Shades of Elegance Pty. Ltd. (AU-based) | Jan 2023 – Dec 2023 (1 year)

- Led operations, managed accounts, orders, inventory, invoicing, shipping, and implemented process improvements to optimize efficiency and reduce costs.

EXECUTIVE ASSISTANT

Inspired Education LLC (US-based) | Aug 2021 – Jan 2023 (1 year, 5 months)

- Managed student records, admissions, graduation, billing, staff training, and admin tasks including emails, calendars, itineraries, and invoices.

EXECUTIVE ASSISTANT TO THE TAX PARTNER

Sycip, Gorres, Velayo & Co. (EY Philippines) | Jun 2021 – Dec 2022 (1 year, 6 months)

- Provided executive-level admin support, coordinated schedules, tracked proposals, handled procurement, travel, events, and personal assistance for the partner.

EXECUTIVE ASSISTANT

Archev Consulting Inc. | Jan 2020 – Jun 2021 (1 year, 5 months)

- Managed CEO calendar, calls, HR/timekeeping, bookkeeping, financial reports, records, meeting logistics, travel arrangements, and general admin tasks.

SKILLS/AREAS OF EXPERTISE

- Executive Assistance (Calendar, Email, Travel Management)
- Administrative & Clerical Support
- Operations Management & Workflow Coordination
- Client Services & Account Management
- Customer Service (Phone, Email, Chat)
- Invoicing, Billing, and Basic Bookkeeping
- Project Coordination & Task Management
- Team and Stakeholder Communication
- Process Documentation & Reporting

TECHNOLOGY

- Slack
- Trello
- Asana
- Airtable
- Notion
- TaxDome
- Shopify
- ShipBob
- Recharge
- Monday.com
- Calendly
- Xero
- QuickBooks
- Tally
- HoneyBook
- Microsoft Visio
- Microsoft Office 365
- Google Workspace

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