



NIXON

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

EXECUTIVE VIRTUAL ASSISTANT/PROJECT MANAGER

Independent Client (U.S.-based) | January 2024 – September 2025 (1 Year, 9 Months)

- Provides end-to-end project and administrative support by managing schedules, workflows, reports, HR coordination, and stakeholder communications while ensuring confidentiality, efficiency, and on-time project delivery in a remote environment

PROJECT MANAGER

Ridzpit Emphyrean Co. | 2017 – January 2024 (7 Years)

- Planned and executed large-scale projects and events, managed logistics and multi-million peso budgets, coordinated vendors and teams, and delivered projects within scope, schedule, and cost while maintaining strong client and stakeholder relationships

PRODUCTION MANAGER

Rakista Clothing | 2015 – January 2024 (9 Years)

- Led production planning, scheduling, inventory control, and quality assurance while managing supply chain operations, vendor negotiations, and process improvements that increased efficiency and reduced turnaround time by 30%

PROJECT MANAGER (FREELANCE)

Labrador Information Transparency (Philippines) | December 2024 – June 2025 (7 Months)

- Coordinated financial communication and corporate disclosure projects, streamlined documentation workflows, and ensured timely, accurate, and compliant project outputs across distributed teams

SOCIAL MEDIA MANAGER

REC | 2016 – 2017 (1 Year)

PRODUCTION COORDINATOR

Rakista Media Production | 2012 – 2016 (4 Years)

PRODUCTION STAFF

Rakista Media Entertainment | 2009 – 2012 (3 Years)

QUALITY CONTROL/PURCHASER

Bon Jovi General Merchandise | 2010 – 2011 (1 Year)

SKILLS/AREAS OF EXPERTISE

- Project Management (13+ Years)
- Program & Campaign Management
- Logistics & Operations Management
- Budget Forecasting & Cost Control
- Client Collaboration & Stakeholder Management
- Event Planning & Event Management
- Project Coordination & Execution
- Process Documentation & Improvement
- Team Leadership & Cross-Functional Coordination
- Reporting, Monitoring & Evaluation

TECHNOLOGY

- Trello
- Workfront
- Hubstaff
- Todoist
- Workiva
- Go High Level
- Slack
- Microsoft Teams
- Zoom
- Connecteam
- RingCentral
- Dialpad
- Microsoft 365
- Google Workspace
- Google Admin
- BambooHR
- Everee
- Canva
- Adobe Photoshop
- Adobe Premiere

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