



ARCHIE BELLE RAMOS

EXECUTIVE /
ADMINISTRATIVE
ASSISTANT

CONTACT

 +63 9616597661

 archiebelleramos2025@gmail.com

 Imus City, Philippines

SKILLS

- Teamwork
- Time Management
- Leadership
- Effective communication
- Analysis and Planning
- Problem-solving

APPLICATIONS

- MS Applications and Office 365
- Google Workspace, Spreadsheet, Calendar, Mail, Drive, etc
- Zendesk, Gorgias
- HubSpot
- Slack, Team, HubStaff
- Canva
- Zoom, Skype, Whatsapp
- HelloSign, DocuSign

LANGUAGE

English ●●●●●●●●

PROFESSIONAL PROFILE

An independent and self-motivated individual whose looking for an administrative and customer service position in the admin department where I can utilize my extensive knowledge and skills I have gained during my entire journey with my previous client and companies that I worked for. Well versed in English both written and oral communication.

EDUCATION

Bachelor of Science in International Tourism Management

Lyceum of the Philippines University (2013-2017)

- Located in Cavite, Philippines
- Major: International Travel

INTERNSHIP

Client Support Specialist

Getaround

- Take over the phone calls and emails assisting guest and host with their car and trip concerns.

Administrative Assistant and HubSpot Admin

MedVA

- Assist Head of Operations, COO and CEO in terms of creating report in HubSpot, Google Spreadsheet and Excel. Process interview with applicants and do several admin tasks across all department.

Admin Assistant for a Canadian Regional Property Manager

Macdonald Property Management

- Assist the regional manager in all day to day tasks in terms of managing his calendar, setting up schedule for viewing several properties, maintenance, move-in and move-out concerns, responding to email, property websites and all social media platforms for possible leads and tenants for all our property.