

AL LOPEZ

EXECUTIVE ASSISTANT/PROJECT MANAGER

"A highly motivated individual who is passionate on every project he takes on. Driven towards career growth, and enjoys interacting with new people and broadening relations. Able to focus on day-to-day tasks without supervision, and is genuinely trustworthy."

CONTACT



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Valenzuela City, Metro Manila

TOOL KNOWLEDGE

- Monday.com
- Asana
- Notion
- Canva
- Google Workspace
- Microsoft Office
- Automation (Wish)
- ChatGPT (OpenAI)
- Social Media Platforms
- Salesforce
- Openphone
- Top Tracker
- Sprout
- Threads
- Zoom
- Airtable
- Travel Apps
- Google/Social Media Ads
- Cryptocurrency Platforms

SKILLS

- Adaptability
- Highly Organized
- Time Management
- Project Management
- Knowledge Diversity
- Great Communication Skills
- Quick Learner
- Proficiency in diverse software
- Proficiency in the English language

WORK EXPERIENCE

Executive Assistant

Athena

February 2022 - Present

- I handle a C-Level executive's personal and business related projects, as well as diverse tasks ranging from calendar, inbox, and travel management, etc.

Project Manager

Skin Smoothie Co.

December 2020 - December 2022

- Planned marketing development strategies, and handled client and distributor relations, along with social media platform presence for a skin care brand.

Technical Support Specialist

Concentrix

June 2021 - December 2021

- Assisted customers with their technical concerns via email, phone, and chat.

Customer Support Representative

TaskUs

May 2019 - March 2021

- Managed customer, driver, and merchant concerns for a food delivery app based in the U.S.

Airline Support Analyst

Stellar Philippines

June 2018 - December 2018

- Helped customers' concerns about flight bookings, flight reschedules, ticketing, and ticket corrections.

Online English Teacher

Bibo Global

February 2018 - September 2018

- Taught English to kids, teens, and professionals all over Asia through an online platform.

EDUCATION

Multimedia Arts & Sciences

Mapua Institute of Technology
2012 - 2014

Marketing Management

Colegio de San Juan de Letran
2016 - 2018