



Edwina Marie Intud Codilla

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Teams: edwinamarieintudcodilla

PROFESSIONAL SUMMARY

Resourceful and dynamic **Virtual Assistant** with over **7 years** of diversified experience in Executive Support, HR Operations, Billing Administration, and Client Services. Known for exceptional communication, organizational, and multitasking abilities, with a proven track record in supporting cross-functional teams across **international environments** (France, Spain, UK, USA, Australia and the Philippines). Demonstrates a solutions-oriented mindset, skilled in streamlining administrative processes, managing HR documentation, supporting payroll and billing systems, and delivering responsive customer service. Excels in data management, performance reporting, and collaborative project support.

Highly adaptable to evolving business needs and digital platforms, with hands-on experience using *Microsoft 365, SharePoint, ERP, Valoxy, Pennylane (French Accounting), CRM systems, VPN and other cloud-based tools*. **Eager to contribute value in a fast-paced remote setting** by providing reliable support, process efficiency, and excellent stakeholder engagement.

CORE COMPETENCIES

- Executive & Virtual Assistance
- HR Operations & Recruitment
- Billing & Payroll Support
- Administrative & Clerical Tasks
- Data Management & CRM Systems
- Customer Service & Client Coordination
- Online Tutoring & Education Support
- Medical/Healthcare Administration
- Communication & Presentation Skills
- Project Management Support

PROFESSIONAL EXPERIENCE

HR Officer, Billing/Admin Assistant & CS Support

Intercountry | December 2018 – Present

Office & Remote support across France, Spain, (including UK and USA) and the Philippines

Human Resources Officer

- *Performed end-to-end HR tasks including recruitment support, compensation & benefits, performance appraisals, and labor law compliance.*
- *Addressed employee and subcontractor needs, ensuring alignment with organizational goals and labor standards.*
- *Maintained HR records and ensured confidentiality in handling sensitive employee data.*
- *Prepared and delivered reports, presentations, and documentation for executive-level review.*
- *Supported strategic planning by conducting research and compiling data for HR and organizational development initiatives.*
- *Managed internal communications regarding employee claims, contracts, and general HR inquiries.*

- Oversaw project timelines and team deliverables to ensure HR and admin deadlines were met.

Billing & Administrative Assistant

- Processed billing and payroll queries for Self-Employed Contractors; collaborated closely with the Finance Officer, Coordinators, and Executive Team to resolve discrepancies.
- Supported the France-based billing team in tracking client payments and managing finance-related documentation.
- Assisted with the organization and management of finance files for accuracy and accessibility.
- Carried out additional administrative tasks for the main offices in France and Spain as required.

Client Service (CS) Support

- Acted as a primary liaison for learners, CS staff, and managers in France and Spain, responding to inquiries via email and Teams with efficiency and professionalism.
- Updated and managed records of learners and teachers for scheduling and rescheduling courses.
- Maintained accuracy in databases and internal systems to ensure timely course launches.
- Assisted in assigning learners to teachers, managing schedule changes, and ensuring proper documentation across platforms.

English Tutor (Part-Time)

Bibo Global | July 2018 – December 2018

Remote

- Delivered interactive online English lessons to a diverse clientele of Japanese, Chinese, Thai, and Korean students and professionals.
 - Focused on developing learners' proficiency in listening, speaking, reading, and writing through one-on-one and group sessions.
 - Tailored teaching approaches based on learners' goals and language levels, ensuring consistent progress and engagement.
 - Prepared and submitted end-of-training evaluations and reports to monitor improvement and provide feedback for continued learning.
-

School Nurse / Student Coordinator / Admin Assistant

International School for Culinary Arts and Hotel Management (ISCHAM) | June 2018 – December 2018 *(Office-based)*

School Nurse

- Managed daily clinic operations and provided immediate medical care and wellness support for students and staff.
- Conducted health assessments, preventive screenings, and necessary referrals to ensure a safe learning environment.
- Maintained up-to-date medical records and monitored health compliance in line with school policies and health regulations.

Student Coordinator & Administrative Assistant

- Supported registrar functions, including enrollment processing, student record updates, and correspondence.
 - Prepared training materials and ensured classrooms were set up ahead of scheduled sessions.
 - Monitored and reported on student attendance, performance, and grading, generating weekly and monthly reports for school administration and TESDA accreditation.
 - Assisted in day-to-day school operations, ensuring smooth coordination between faculty, students, and administration.
-

Patient Relations Officer

Intellicare – Asalus Corporation (HMO) | October 2017 – April 2018
(Office & Field Visits)

- Provided frontline assistance for inpatient and outpatient clients, addressing hospitalization concerns and facilitating a smooth HMO experience.
 - Conducted daily hospital rounds to support members and ensure proper coordination with healthcare providers.
 - Processed and approved Letters of Authority (LOAs) for client medical service utilization.
 - Built and maintained strong relationships with partner hospitals, agencies, and clients for effective communication, follow-ups, and issue resolution.
-

Virtual Assistant

Virtual Xtra Incorporated (VAXTRA) | October 2016 – August 2017

(Office-Based)

- Provided remote executive assistance to the CEO and team based in **Melbourne, Australia**.
 - Managed inbound calls, emails, and client inquiries with professionalism and timely response.
 - Handled data entry, market research, lead generation, and social media management to support business development initiatives.
 - Scheduled meetings and appointments, updated calendars, and coordinated virtual meetings.
 - Uploaded and managed products on the company website; maintained up-to-date database and cloud storage systems.
 - Delivered general administrative support, adapting to various ad hoc tasks and responsibilities as needed.
-

Sales Admin Assistant (VA)

Infocus Multimedia and Business Solutions (IMBS) working for Harris Real Estate |

October 2014 – March 2016 *(Office-based)*

- Supported real estate operations based in **Adelaide, South Australia** with key administrative tasks including buyer registration, property listings, and pre-appraisal reports.
 - Managed calendars, scheduled property viewings, and coordinated with agents and clients across time zones.
 - Drafted and organized contracts, sales documents, and client presentations for property listings.
 - Handled daily communication via email and chat, ensuring prompt responses to client and team inquiries.
 - Maintained accurate digital filing and backup systems to ensure proper document archiving and version control.
 - Performed other general admin duties supporting the sales cycle from pre-listing to post-sale stages.
-

Chapter Service Representative for Community Health & Nursing Services / Volunteer Services & Project 143 In-Charge at Philippine Red Cross – Cebu

March 2009 – January 2014 (*Office & Field Duties*)

- Spearheaded **community-based projects** and development programs in coordination with local government units, NGOs, and private sector partners.
- Played a key role in project assessment, planning, execution, and evaluation across initiatives including housing, water and sanitation, livelihood programs, medical missions, and feeding programs.
- Represented the organization in executive-level meetings with the Board of Trustees and during closed-door sessions with city and provincial councils.
- Led volunteer recruitment, orientation, and capacity-building programs, enhancing community resilience and organizational outreach.
- Conducted critical training programs on Disaster Preparedness, Nursing Services, Basic Life Support (BLS), and First Aid.
- Deployed for emergency response and disaster relief operations across Cebu and nationally, ensuring rapid coordination and field support.
- Documented and submitted official minutes of monthly board meetings, ensuring transparency and information continuity across stakeholders.

Company Nurse / HR Staff

Philippine Kenko Corporation (Japanese Firm) | December 2007 – March 2008

(Office-based)

- Managed daily clinic operations and addressed health needs of employees, including basic medical care and health consultations.
- Assisted with HR tasks including employee documentation, onboarding assistance, and policy implementation.
- Processed and reviewed payroll reports, ensuring accuracy and compliance with labor standards.
- Provided general administrative support to both medical and HR departments, bridging operational functions for a small but growing company.

PLATFORMS

- **Productivity & Office Suites:** Microsoft Office 365 (Word, Excel, Outlook, PowerPoint), Google Workspace
- **Calendaring & Scheduling:** Google Calendar, Outlook Calendar
- **Finance & Accounting Support:** Xero (basic management), Valoxy (French accounting system)
- **Document Management:** Google Drive, Dropbox, OneDrive, MySharePoint, Synology Cloud Storage
- **CRM & Database Systems:** Cloud-based CRM platforms, internal database systems. ERP
- **Communication Platforms:** Email, Google Meet, Slack, Microsoft Teams, Zoom, Signal , Whatsapp, Viber, VoIP systems
- **Remote Access Tools:** VPN, Remote desktop environments

EDUCATIONAL BACKGROUND

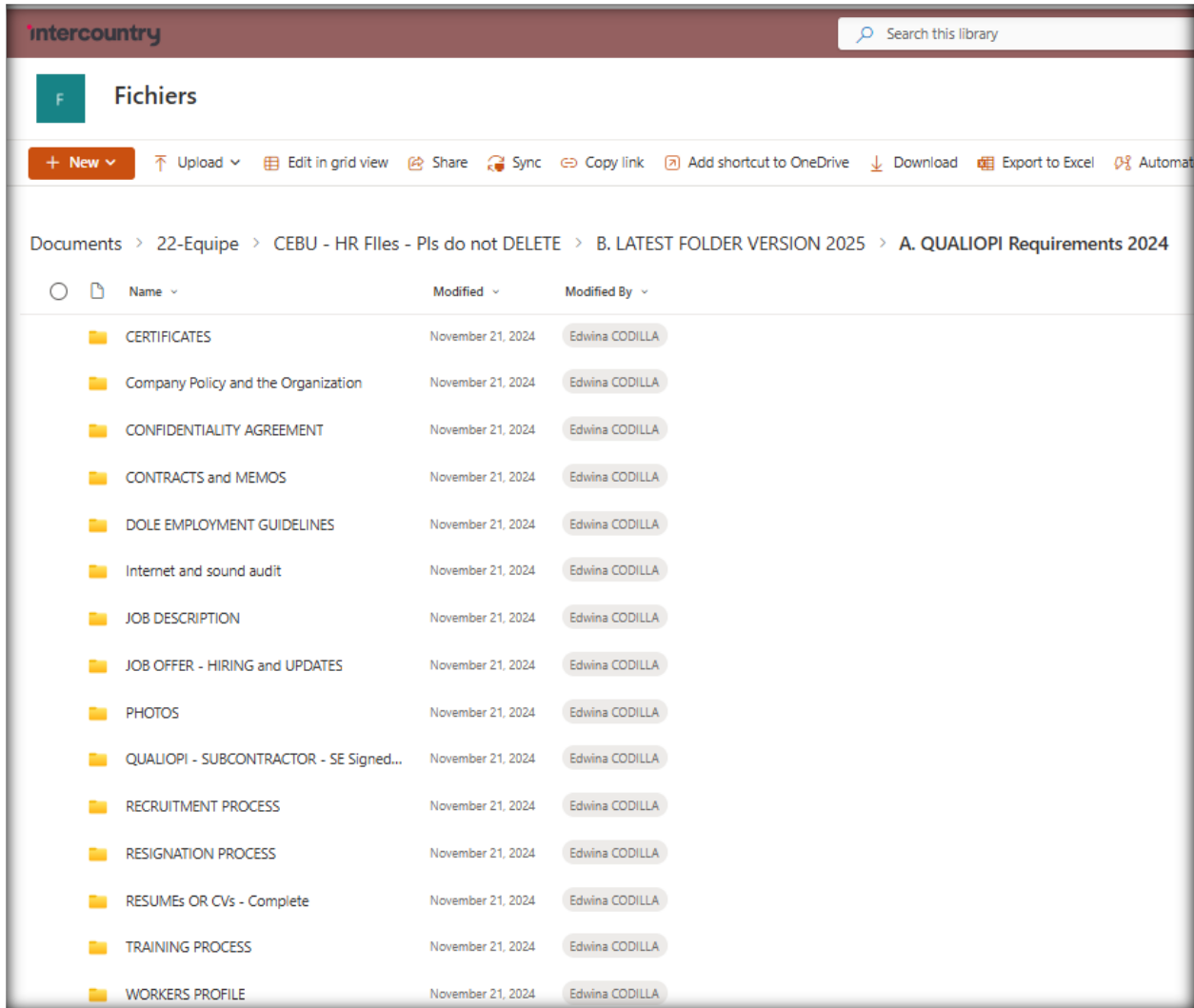
Registered Nurse (RN)

Bachelor of Science in Nursing (BSN)

University of Cebu (UC) – Banilad Campus | Graduated, year 2007

PORTFOLIO and MISSIONS

HR & RECRUITMENT:



EMPLOYEE RECORD - YEAR 2025			EMPLOYEE RECORD - YEAR 2025				EMPLO
WORKER NUMBER	LAST NAME	FIRST NAME	BIRTHDAY	SSS	PAG-IBIG	PHILHEALTH	TIN
SE - 49	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
SE - 52	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
SE - 50	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
SE - 53	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
SE - 51	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
EMPLOYEE Status Classification:							
A. Full-time			employment in which a person works a minimum number of hours defined as such by their employer. Full-time employment often comes with benefits				
B. Part-time			employment that carries fewer hours per week than a full-time job. They work in shifts.				
FY1 1 TRAINEES 2024-2025 Yr 2025 - CDI & SE DATABASE Yr 2025 - LEAVE CREDIT LEAVE FILING INFRACTION RESI							

Actual Start Date	Last Name	First Name	Time PH/Fr	Time PH/Fr	Pre-discovery Schedule	Finance Orientation	Post discovery Schedule	Proposed Schedule
January 06, 2025	[REDACTED]	[REDACTED]	3PM to 4PM PH / 8AM to 9AM Fr [REDACTED] set up Authenticator + Tech requirements + e-exercises + wiki set up - assistance	4PM to 6PM PH / 9AM to 11AM Fr Edwina Codilla - HR Brief Orientation	6PM to 7PM PH / 11to 12 Fr [REDACTED]	January 07 at 9PM Ph time [REDACTED]	January 10 at 12h00 [REDACTED]	M-F: 14.45, 16.00, 17.15, 19.45, 21.00
January 13, 2025	[REDACTED]	[REDACTED]	3PM to 4PM PH / 8AM to 9AM Fr Edwina - set up Authenticator + Tech requirements + e-exercises + wiki set up - assistance ... Mark to cover on Day 2 Jan 14 (anytime)	4PM to 6PM PH / 9AM to 11AM Fr Edwina Codilla - HR Brief Orientation	12:15AM PH / 17:15 to 18:15Fr [REDACTED]'s TIME	January 14 at 11PM Ph time [REDACTED]	January 16 at 17h15 [REDACTED]	M-F: 7.15, 17.15, 18.30, 19.45
January 21, 2025	[REDACTED]	[REDACTED]	4:30 to 5:30PM PH / 09:30Fr [REDACTED] set up Authenticator + Tech requirements + e-exercises + wiki set up - assistance	5:30PM PH / 10:30AM Fr Edwina Codilla - HR Brief Orientation	07:15PM PH / 12:15PM Fr [REDACTED]'s TIME	January 22 at 8PM Ph time [REDACTED]	January 29 at 16:00 [REDACTED] resched from Jan 27 to Jan 29 at 16:00 (Oliva not ready)	Mon & Fri: 9.45, 11.00, 14.45, 16.00 Tue & Wed: 9.45, 11.00, 13.30, 14.45 Thur: 12.15, 13.30, 16.00, 17.15
March 04, 2025	[REDACTED]	[REDACTED]	4:30 to 5:30PM PH / 09:30Fr [REDACTED] set up Authenticator + Tech requirements + e-exercises + wiki set up - assistance	5:30PM PH / 10:30AM Fr Edwina Codilla - HR Brief Orientation	07:15PM PH / 12:15PM Fr [REDACTED]'s TIME	March 05 WED at 12AM Ph time [REDACTED]	March 10, 2025 at 17:00 Fr - [REDACTED]	Mon to Fri: 7:15, 8:30, 9:45, 17:15
March 07, 2025	[REDACTED]	[REDACTED]	9PM to 10PM PH [REDACTED] set up Authenticator + Tech requirements + e-exercises + wiki + Team Link set up - assistance	8PM to 10PM PH Edwina Codilla - HR Brief Orientation	11 PM PH / 16:00 Fr [REDACTED]'s TIME	March 11 9M Ph time [REDACTED]	March 14, 2025 at 14:45 Fr - [REDACTED]	M-F: 16.00, 17.15, 18.30, 19.45
March 18, 2025	[REDACTED]	[REDACTED]	4:30 to 5:30PM PH / 09:30Fr [REDACTED] set up Authenticator + Tech requirements + e-exercises + wiki + Team Link set up - assistance	5:30PM PH / 10:30AM Fr Edwina Codilla - HR Brief Orientation	07:15PM PH / 12:15PM Fr [REDACTED]'s TIME	March 19 at 8PM Ph time [REDACTED]	March 25, 2025 at 12:15 Fr - [REDACTED]	Tue to Fri: 09:45, 11:00, 12:15, 13:30

HANDBOOK

FOR SELF EMPLOYED

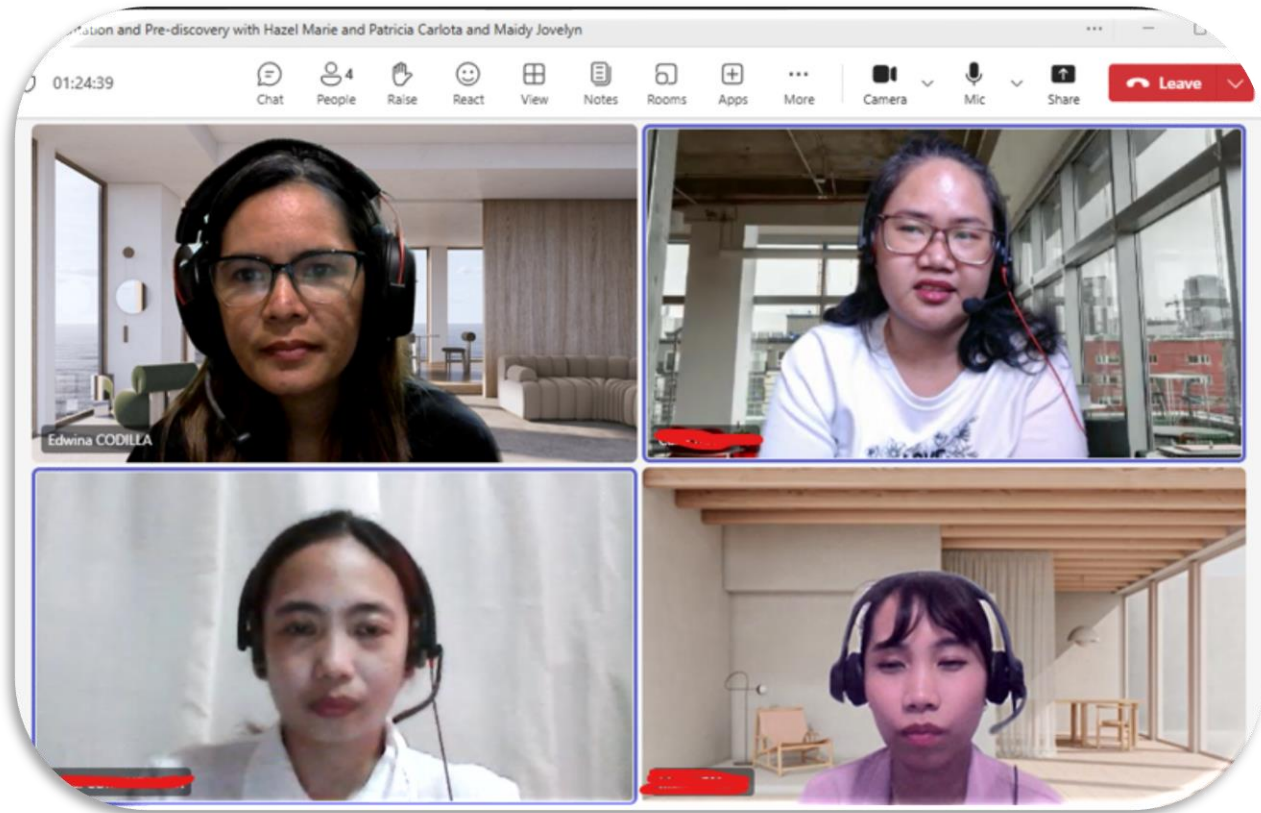
https://drive.google.com/file/d/1TGddRH_-OcUluh2B4kOwa17pdOVdpKH1/view?usp=drive_link

FOR REGULAR EMPLOYEE

<https://drive.google.com/file/d/11gesJcALEjCzf2xti6lCcGnKzwQbD0pz/view?usp=sharing>

HR Orientation - Review on the INTRODUCTION and the QUICK TOUR - Version 2025.mp4

https://intercountry.sharepoint.com/:v/s/Fichiers/EWosEiLOpIFeOspmOjkiOwUBh9oPcn0LHVz9HT4a_OqWcg?e=Ozin8B



ADMIN & Billing Folder:

Documents				
	Name	Modified	Modified By	
📁	03-Commun	July 2, 2024	Intercountry	
📁	06-Finance	July 3, 2024	Intercountry	
📁	08-Ecoles	July 3, 2024	Intercountry	
📁	12-RH	July 3, 2024	Intercountry	
📁	14-Logistique	July 2, 2024	Intercountry	
📁	17-Training-Material-Hub	⌘ July 5, 2024	Intercountry	
📁	22-Equipe	July 5, 2024	Intercountry	
📁	23-Dossiers Personnels	July 5, 2024	Intercountry	
📁	24-Ecole HUB	July 5, 2024	Intercountry	

Documents > 06-Finance > 01-Finance > Année_2025 > SE

Name	Modified	Modified By
Intercountry Academy	February 3	Edwina CODILLA
Intercountry ICB	February 3	Edwina CODILLA
LOQUENDI	February 3	Edwina CODILLA
DAVILA GUZMAN_facture_AC_June 2025.pdf	5 hours ago	Edwina CODILLA

app.pennylane.com/companies/22246030/supplier...

VL VALOXY...

Referral program — Earn up to €200 in Gifty gift cards by referring other executives!

Supplier Invoices

1 import source activated

To pay [REDACTED] € GROSS Paid [REDACTED] € GROSS Late invoices 4 [REDACTED] € GROSS

Search for an invoice... 06/05/2024 - 06/05/2025 X Due date Validation Status Quick actions € Amount Collaborators

See more

All 538 Inbox 2 Waiting for validation 0 To pay 4 Paid 532

Status	Program	Deadline	Provider	Amount VAT	Categories	Payment
Inbox	To complete	To complete	To complete	[REDACTED] €	+	
To pay	6 May 2025	31 May 2025	[REDACTED]	[REDACTED] €	+	

CS SUPPORT:

Replacement teacher today at 12:15 - STEVANCE Philippe

Edwina CODILLA
To philippe.stevance@adp.fr
Cc Training Intercountry; Van PHAM; CebuAdmin; Eg ARGANZA
Thu 7/10/2025 11:35 AM

This message was sent with High importance.

Hello **Philippe**
Good Morning

Our sincerest apologies for the short notice but I'd like to inform you that due to Paolo LAS PINAS' absence today (due to being sick) , the 10th of July 2025, your English class at 12h15 will be handled by Teacher E.G. ARGANZA.

To get in touch, please Click the Videoconference link provided below to access the TEAMS meeting room :

- Trainer : E.G. ARGANZA
- Videoconference : [Click here](#)**

Here is your updated schedule:

19 thursday 10 july 2025 at 12:15 [3.338_7337 conso]	E.G. ARGANZA non renseigné
20 thursday 24 july 2025 at 12:15 [cours sans e-learning_1065]	Paolo Marc Nicolas L non renseigné
21 thursday 31 july 2025 at 12:15 [3.16_345]	Gabriel RAYCO non renseigné
22 thursday 28 august 2025 at 12:15 [cours sans e-learning_1066]	Gabriel RAYCO non renseigné

CULTURE MEETING with the Executives


The screenshot shows a Microsoft Teams meeting grid with 9 participants. The participants are:




- Edwina CODILLA
- Sonia Caballero (External)
- Bernie EVANS
- Ferlyn PANCHO
- Clémentine CROCKETT (External)
- Guillaume (Unverified)
- Peter BEYFUS
- read.ai meeting notes (Unverified)
- Andreea ROTA (External)

The grid also features a large 'JC' logo in the middle-left and a large 'RN' logo in the middle-bottom.


CLIENT FEEDBACK:


SCHEDULE AVAILABILITY Ariane Taillade-Carrière (NEXT YEAR) - For January and...

 Ariane TAILLADE-CARRIERE
To Edwina CODILLA
Cc Rhim ZERGUINE

Tue 2:02 PM

 This message was sent with High importance.
If there are problems with how this message is displayed, click here to view it in a web browser.

 planning Ariane Taillade a partir du 13 janvier 2025.pdf
81 KB

Dear both,

First I wish you a fantastic 2025 and I wanted to thank you for your interest and your kindness.



Sorry about the delay for sending it so late, but I didn't know what would be my schedule before now.
Here it is,






Best regards

Ariane Taillade-Carrière
coach
training@intercountry.com





Re: Beryl Kyte - Invoices for May 2025

 Beryl KYTE
To  Facture INTERCOUNTRY

 Reply  Reply All  Forward  

Thu 6/5/2025 11:02 AM

 If there are problems with how this message is displayed, click here to view it in a web browser.

Start your reply all with:  Feedback

Thank you Edwina. Your assistance and punctuality is always much appreciated.

Kind regards
Beryl

From: Facture INTERCOUNTRY <facture@intercountry.com>
Sent: Thursday, June 5, 2025 10:34 AM
To: Beryl KYTE <bkyte@external.intercountry.com>
Subject: RE: Beryl Kyte - Invoices for May 2025


Hello Beryl

All your billed hours have matched with our system's record therefore

I acknowledged to have received your 2 invoices for the month of May 2025 Billing Period and have them pre-validated as well

Happy Thursday!

Sincerely,

 EDWINA MARIE CODILLA
Local Office HR / SE Billing & Admin Assistant

Re: SE SCHEDULE AVAILABILITY (NEXT YEAR) - For January and February 2025



Jocelyn RICQUEBOURG
To Edwina CODILLA



12:50 PM

You replied to this message on 12/20/2024 12:55 PM.
If there are problems with how this message is displayed, [click here to view it in a web browser.](#)

Hello Edwina

Thank you for your email. I'll definitely be available with the same times and days for January and February 2025. I am looking to increase my hours later next year if possible.

I just wanted to thank you for your diligence in making sure our invoices go through easily and on time and for putting up with my mistakes on them from time to time!

I hope you have a lovely Christmas and a happy New Year.

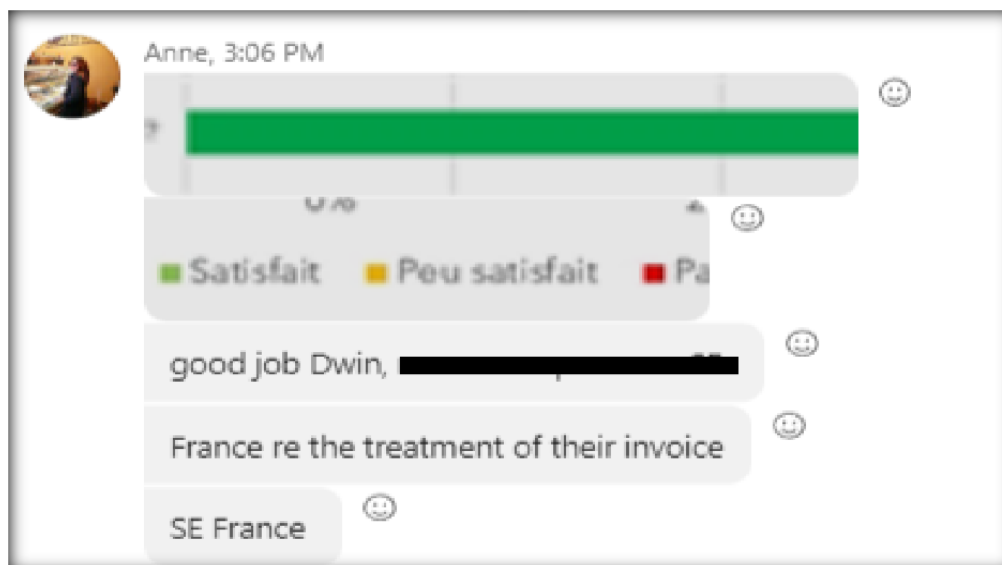
Kind regards
Jocelyn

Jocelyn RICQUEBOURG
External English Coach
+33(0)1 44553831
45 rue d'Aboukir, 75002 Paris
www.intercountry.com

From: Edwina CODILLA <ecodilla@intercountry.com>

Sent: Friday, 20 December 2024 13:42

COUNTRY MANAGER'S FEEDBACK:



ENGLISH PROFICIENCY TEST RESULT:

Congratulations on completing your English level of proficiency test.

Your score indicates:

English level C1.1 (Advanced)

You can [order your English level of proficiency certificate](#), which includes a full overview of your results by CEFR level.

Please give your reference number: **683FF77596623**

[Order certificate: Save 30% >](#)

If you requested your test results by email, you may need to wait a few minutes and/or check your spam folder.

Character References:

TO BE SUPPLIED AS NEEDED