



# ELIEZAR ANTHONY MAAGHOP

EXECUTIVE ASSISTANT | PROJECT  
MANAGEMENT | SOCIAL MEDIA  
MANAGEMENT

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📍 Santa Rosa City, Laguna

## SKILLS

- Executive Support: Calendar & Inbox Management, Travel Coordination, Meeting Prep
- Project Management & Organization: Workflow Optimization, SOP Development, Task Prioritization
- Social Media Management: Content Structuring, Campaign Management, Engagement Tracking
- Leadership & Communication: Team Coaching, Stakeholder Communication, Client Relations
- Soft Skills: Proactive, Detail-Oriented, Adaptable, Problem-Solving, Strong Written & Verbal Communication

## TOOLS

- Google Workspace (Docs, Sheets, Slides, Gmail, Drive, Meet, Calendar)
- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, OneNote, Teams)
- Canva, Trello, Asana, Monday, Motion, Notion
- CRM Systems: HubSpot, Zoho CRM, Pipedrive, Go High Level
- AI & Productivity: ChatGPT, Superhuman, Fyxr
- File Management: Dropbox
- Accounting & Finance: QuickBooks

## PROFILE

Executive Assistant with 3+ years supporting C-level executives, board members, and entrepreneurs, backed by 6 years in the call center industry as an Operations Supervisor. Skilled in streamlining workflows, managing complex calendars and inboxes, creating SOPs, and producing 30+ professional presentations. Known for being proactive, detail-oriented, and adaptable in fast-paced environments.

## WORK EXPERIENCE

### Koester Associates & Mark Koester Presents | Jan 2025 – Jan 2026

Executive Assistant

- Created 60+ PowerPoint presentations for public speaking and water treatment classes.
- Transcribed notes into structured presentations, emails, and client-facing content.
- Supported social media strategy and content structure for his online business.

### Lake Harbour Towers South | June 2024 – Sept 2024

Administrative Assistant to Board Of Directors

- Managed board communications, scheduling, and documentation to support condo association operations.
- Coordinated meetings, prepared agendas, and maintained records, ensuring compliance and accessibility.
- Acted as a liaison between residents and the board to streamline communication.

### Helio Solar | Feb 2023 – March 2024

Executive Assistant

- Identified and solved project bottlenecks by training sales staff on Aurora software, reducing design turnaround time by up to 2 days.
- Built a Zapier automation that integrated PDF design files with material lists, triggering vendor notifications and cutting delays in procurement.
- Reduced project delivery lag by improving handoff between design and vendors, freeing up the engineering team for complex tasks.

### Elite Land Investors | April 2022 - January 2023

Executive Assistant

- Managed Facebook ad campaigns that improved engagement and reduced cost-per-click (CPC).
- Produced blog posts, newsletters, and social content to grow brand awareness.
- Created Standard Operating Procedures (SOPs) to streamline workflows and enhance efficiency.

### RMS Collect Phils. Inc. | October 2015 - April 2022

Operations Supervisor

- Supervised call center teams, coaching agents to improve KPIs and client satisfaction scores.
- Led weekly performance meetings, analyzing data trends to optimize operations.
- Supported recruitment by hiring and training new agents, subject matter experts, and supervisors.
- Earned multiple Agent of the Month awards before promotion to leadership.