FRANCIS ROWENN DEVIS

Executive Virtual Assistant | Administrative & Operations Support
francisrowennd@gmail.com | +63 968-214-9915 | Tarlac City, Philippines | tinyurl.com/francisdeviseva | linkedin.com/in/francis-rowenn-devis-9a36b93b1

PROFESSIONAL SUMMARY

Executive Virtual Assistant specializing in inbox management, calendar systems, Notion workspace setup, and ClickUp project dashboards. Hospitality Management graduate with 600+ hours of operational training — SOP-documented, AI-powered, available full-time or part-time starting this week.

KEY SKILLS

Email Management | Calendar Management | Administrative Support | Executive Assistant Support | SOP Creation & Documentation | Notion Workspace Setup | ClickUp Project Dashboards | Task & Project Management | AI Tools & Workflow Automation | Client Communication | Virtual Assistant Services

PORTFOLIO

Executive Inbox Management System

- Built a complete Gmail triage system with priority labels, filters, and full SOP documentation
- Includes Canva PDF walkthrough and YouTube video demonstration — live and publicly accessible

CEO Weekly Calendar System

- Designed a sales-heavy executive mock week in Google Calendar with a time-blocking strategy
- Includes conflict resolution protocol, buffer time systems, and SOP documentation

Client Notion Workspace — CEO Operations System

- Built a complete CEO Operations Workspace for a mock Digital Marketing Agency client
- Contains task tracker, SOP hub, contact vault, and weekly priorities — organized and client-ready

ClickUp Client Project Dashboard

- Built a complete ClickUp project dashboard for a mock Digital Marketing Agency CEO
- Task tracking across Board, List, Gantt, and Calendar views with custom statuses and priorities

Live Portfolio: tinyurl.com/francisdeviseva

Video Walkthroughs: Gmail Inbox Triage (youtu.be/Op8VOaJENkw) | CEO Calendar (youtu.be/gYk91y2yYJ4) | Notion Workspace (youtube.com/watch?v=SInbfC-7Abc) | ClickUp Dashboard (youtube.com/watch?v=5AZouxukhSY)

PROFESSIONAL EXPERIENCE

Executive Virtual Assistant — Independent Practice *February 2026 – Present*
Self-Directed Training | Remote

- Built a Gmail inbox triage system handling 50+ categorized emails — 5 priority labels and 5 domain-based filters into a zero-ambiguity system
- Designed a CEO mock calendar covering 40+ weekly time blocks across sales, ops, and focus work — zero scheduling conflicts across a full simulated executive week
- Documented 2 full SOPs covering inbox triage and calendar management — repeatable processes requiring zero verbal explanation to hand off
- Built AI-assisted workflows using Claude and ChatGPT — improving draft quality and cutting writing time by an estimated 40% per task

On-the-Job Trainee — Food & Beverage and Housekeeping *2025*
Astoria Palawan | 600+ Hours Completed

- Cross-trained across F&B and Housekeeping — 600+ hours serving 200+ guests daily with zero complaints recorded
- Followed strict operational SOPs across all tasks — building the discipline of consistent, process-driven execution

TECH PROFICIENCY

Productivity & Admin: Google Workspace (Gmail, Docs, Sheets, Drive, Calendar), Notion, Google Forms, WordPress
Communication: Slack, Loom, Google Meet, Zoom
AI & Automation: Claude AI, ChatGPT, Grammarly, Canva AI
Project Management: ClickUp (dashboards, task tracking, Board/List/Gantt/Calendar views), Notion (task tracking, SOP hubs, dashboards)
Video Editing: CapCut (primary — trim, text overlay, transitions, 1080p export), DaVinci Resolve (backup), OBS Studio (screen + face cam recording)

EDUCATION

Bachelor of Science in Hospitality Management | *Graduated: June 2025*
STI College Tarlac | Tarlac City, Philippines

CERTIFICATIONS

- Foundations of Project Management — Google / Coursera / DTI x Google Scholarship — Completed May 2026 — Grade: 97.10%

REMOTE WORK READINESS

Internet: Primary: PLDT Fiber 197 Mbps | Backup: iPhone 14 Pro Mobile Hotspot
Equipment: Windows PC | Logitech C270 HD Webcam | iPhone 14 Pro (Backup Camera & Hotspot) | Microphone & Speaker Setup
Workspace: Dedicated home workspace | Quiet environment | Professional video-call setup
Availability: Full-time or part-time | Flexible across AU (AEST), UK (GMT), US (EST/PST) time zones
Response Time: Urgent tasks within 1 hour | Regular tasks same day

LANGUAGES

English: Fluent | Filipino: Native