

FRANCIS ROWENN DEVIS

Executive Virtual Assistant | Executive Assistant | Administrative & Operations Support
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PROFESSIONAL SUMMARY

Executive Virtual Assistant and Executive Assistant specializing in inbox management, calendar systems, Notion workspace setup, and ClickUp and Asana project dashboards. Hospitality Management graduate with 600+ hours of operational training — building SOP-documented admin systems that help founders and CEOs eliminate administrative chaos and focus on growth.

KEY SKILLS

Gmail Inbox Management | Executive Calendar Management | Email Triage | Administrative Support | SOP Documentation | Google Workspace | Notion | ClickUp | Asana | Task & Project Coordination | AI-Assisted Workflows | Client Communication | Canva

PORTFOLIO

Gmail Inbox Triage System | CEO Weekly Calendar System | Notion CEO Operations Workspace | ClickUp Project Dashboard | Asana Project Dashboard

5 portfolio pieces — each with full SOP documentation and recorded video walkthrough — available upon request.

PROFESSIONAL EXPERIENCE

Executive Virtual Assistant (Contract / Projects)

Feb 2026 – Present

- Designed executive inbox triage system reducing email processing friction by an estimated 50% — 5 custom priority labels, 5 automated filters, and client-ready SOP documentation
- Designed CEO mock calendar covering 40+ weekly time blocks across sales, operations, and focus work — zero scheduling conflicts across a full simulated executive week
- Built SOP-documented project dashboards in Notion, ClickUp, and Asana — 5 portfolio pieces with recorded video walkthroughs and client-ready handoff documentation
- Used Claude AI and ChatGPT to streamline research, drafting, and workflow execution — cutting estimated writing time by 40% per task

On-the-Job Trainee — Astoria Palawan

2025

- Completed 600+ hours across Food & Beverage and Housekeeping in a SOP-driven hospitality environment — 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

Executive Support & Scheduling: *Google Calendar, Calendly, Gmail, Google Workspace, Google Docs, Google Sheets, Google Drive*

Operations & Project Management: *ClickUp, Asana, Notion (SOP Documentation, Task Tracking, Dashboard Architecture)*

Communication: *Slack, Loom, Google Meet, Zoom*

AI & Automation: *Claude AI, ChatGPT, Grammarly, Canva AI*

Design & Content: *Canva, CapCut, OBS Studio*

EDUCATION & CERTIFICATIONS

BS Hospitality Management — STI College Tarlac, Philippines

2025

Foundations of Project Management — Google / Coursera — Grade: 97.10%

2026

REMOTE WORK READINESS

Internet: *PLDT Fiber 197 Mbps | Backup: iPhone 14 Pro Mobile Hotspot*

Equipment: *Windows PC, AMD Ryzen 5, 16GB RAM, Logitech C270 HD Webcam*

Workspace: *Dedicated home office | Quiet environment | Professional video-call setup*

Availability: *Full-time or part-time | Flexible — AU (AEST), UK (GMT), US (EST/PST)*

LANGUAGES

English: Fluent | Filipino: Native