

KRISTAL MALAYA T. SAGBIGSAL

kristalmalayasagbigsal@gmail.com - Bukidnon, Philippines

Virtual Assistant | Administrative Assistant | Google Workspace | Canva | Trello

PROFESSIONAL SUMMARY

Results-Driven Virtual Assistant with 6+ years of expertise in high-level administrative coordination and digital transformation. Increased workflow efficiency by 75% through the strategic implementation of Google Workspace and Trello. Exceptional at managing complex calendars and high-volume correspondence with 100% accuracy, ensuring zero-backlog operations and seamless remote support for fast-paced executives.

TECHNICAL SKILLS AND DIGITAL TOOLS

- Administrative Support: Executive Calendar & Email Management (Zero-Backlog), Travel & Itinerary Planning, Digital File Organization, and Data Entry.
 - Google Workspace (Expert): Gmail, Drive, Docs, Sheets, Forms, Slides, and Google Meet.
 - Project Management & AI: Trello (Boards & Workflows), Zoom, ChatGPT (AI Prompting), Slack, and Microsoft Office Suite.
 - Creative & Marketing: Canva (Basic Graphic Design), Lead Generation, and Social Media Management.
 - Soft Skills: Highly Organized (100% Accuracy), Effective Time Management, Stakeholder Coordination, and Professional Communication.
 - Currently Advancing: Notion, ClickUp, Mailchimp, Calendly, and Loom.
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EDUCATIONAL BACKGROUND

- Master of Arts in Sociology (Ongoing) | *Mindanao State University – Iligan Institute of Technology (MSU-IIT)*
 - Professional Education | *Valencia Colleges (Bukidnon) Inc.* | March 2025 • Bachelor of Arts in Economics | *Bukidnon State University* | March 20
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TRAINING AND CERTIFICATES

Virtual Assistant Training (Hustlegiant & Self-Paced) | April – July 2025

- Completed comprehensive training in Data Entry, Lead Generation, Social Media Management, and Facebook Ads.
- Proficient in Gmail Management, Trello, Canva, Zoom, and remote administrative support simulation.

- Earned six completion certificates for successfully simulating real-world VA tasks.
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WORK EXPERIENCE

Provincial School Coordinator | *Rural Missionaries of the Philippines* | 2016 – 2022

- Digital Transformation: Optimized administrative workflows by implementing modern digital tools, resulting in a 75% reduction in paper-based delays.
 - Large-Scale Coordination: Managed logistics and communications for 250+ students and stakeholders, successfully overseeing 95% of all school-wide events.
 - Administrative Excellence: Maintained 100% accuracy in high-stakes reporting and minutes of meetings, ensuring zero backlog in daily email correspondence.
 - Operations & Logistics: Orchestrated complex calendar management and travel itineraries for 6 annual school visits and various inter-agency training sessions.
 - Project Governance: Monitored multiple project timelines across 10+ sectors, consistently delivering high-priority reports 100% ahead of deadlines.
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PROJECTS

Professional Projects: Virtual Assistant Simulation | *Hustlegiant*

- 100% Completion Rate: Successfully executed all mock tasks across 6 modules, including email management, scheduling, and cloud file organization.
- Technical Execution: Applied Google Workspace, Trello, and ChatGPT to simulate high-level remote administrative support and lead generation.

Humanitarian Projects: Disaster Response Logistics | *Balsa Mindanao*

- Crisis Management: Coordinated emergency aid distribution for 300+ families in Cagayan de Oro and Iligan City during Typhoon Pablo and the Marawi Siege.
 - Logistics & Reporting: Managed cross-sector communication and reporting across 10 barangays in collaboration with international NGOs.
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VOLUNTEER WORK

- Facilitated complex negotiations for 30+ peasant families and landowners, maintaining 100% accurate documentation to ensure transparency and stakeholder trust.
- Spearheaded educational outreach across 8 indigenous communities, increasing local participation by 60% through culturally sensitive instructional strategies.
- Delivered inclusive learning sessions to 250+ IP learners, prioritizing adaptive teaching approaches for diverse community needs.