



Reina Jayme

HIGH-LEVEL
EXECUTIVE
ASSISTANT

CONTACT

+63 956 756 3737
reinaannejayme@gmail.com
[LinkedIn](#)
[Instagram](#)

Five years experience as an executive assistant in a fast-paced environment. Proven strong interpersonal and communication skills plus the ability to handle multiple tasks efficiently and accurately. A self-directed team player who is always willing to go the extra mile.

EXPERIENCE

Executive Assistant to the Founder, Operations Educator Dynamics

JULY 2020 - PRESENT

Executive Assistant to the Founder:

1. Multiple calendar and inbox management
2. Preparing financial statements, reports, memos, invoices letters, and other documents
3. Filing and retrieving corporate records, documents, and reports
4. Researching and conducting data to prepare documents for review and presentation by executives
5. Drafting and reviewing contracts for the executive
6. Accurately recording minutes from meetings
7. Preparing documents using various software, including word processing, spreadsheets, databases, and presentation software
8. Making travel arrangements for the executive
9. Opening, sorting and distributing incoming emails, and other correspondence
10. Provide general administrative support

Operations

1. Drafting and publishing email marketing campaigns
2. Project management via monday.com
3. Customer and Technical Support to internal and external clients
4. Creating a podcast channel and management, editing soundtracks and scheduling episodes
5. Uploading webinars and episodes to the YouTube Channel with video editing
6. Official website editing and management at www.educatordynamics.com
7. Developing tools to automate repetitive processes and constructing logistics-enhancing solutions using Integromat, Zapier and drip campaigns

Executive Assistant to the Founder, Lead Generation Specialist Milestone Growth Partners

FEB 2020 - DEC 2022 (3 YEARS)

1. Executive Assistant to the Founder
2. Assist to develop, document and drive the activities around creating and managing the SOPs associated with our customers external regulatory, internal business and IT systems use operations
3. Onboard/train new hires and off-board employees;
4. Developed sales lead through cold-calling, SMS, marketing list, Facebook Ads, and listings
5. Lead research via LinkedIn prospecting with due diligence
6. Research and verify provided lead information
7. Update customer database regularly with new information and progress made
8. Assist in transaction coordination such as doing follow-ups, property due diligence, publishing listing in different platforms, and updating the CRM
9. Meet daily and weekly goals for phone calls, emails, and appointments scheduled with qualified lead

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KEY SKILLS

Highly tech-savvy
Ability to multitask
Attention to detail
Professional discretion
Agile and adaptable

TOOLS & APPS

Google Suite
Microsoft Teams
Zoom & Zoom Webinar
Slack
Asana
monday.com
Apollo
Follow-up Boss
Launch Control
REI Reply
Lead Sherpa
Copper
Keap
Podio
Mailchimp
DialPad
SquareSpace
Wordpress
Calendly
Acuity Scheduling
Lucid Chart
Xmind
Zapier
Integromat
Canva, etc.

Digital Marketing Assistant, Lead Generation Holistic Web Presence + Smart VA Staffing Agency

FEB 2019 - FEB 2020 (12 MONTHS)

1. Developed sales lead through LinkedIn prospecting, and email marketing list
2. Manage large amounts of incoming phone calls and generate sales leads
3. Social media management of Facebook business page and LinkedIn profiles

Admin Executive Assistant to the Founder 360 Psychology and Consulting

APRIL 2018 - NOV 2018 (8 MONTHS)

1. Providing administrative assistance, such as writing and editing e-mails, drafting memos, and preparing communications on the executive's behalf
2. Maintaining comprehensive and accurate records
3. Performing minor accounting duties, invoice preparation and follow-ups
4. Organizing meetings, including scheduling, sending reminders, and organizing catering when necessary
5. Managing the executive's calendar, including making appointments and prioritizing the most sensitive matters
6. Develop and produce event and courses promotional materials and presentations
7. Events management by publishing, attendance confirmation, booking venues, and customer service

Paralegal and Administrative Assistant Department of Labor & Employment Regional Office No. XI

MAY 2016 - APRIL 2018 (23 MONTHS)

1. Appointment-scheduling of hearings and meetings;
2. Handle internal and external clients as front desk personnel;
3. Preparation of legal documents such as summons, affidavits, writs and decisions of labor standard cases and other legal correspondence;
4. Drafting of replies to labor legal queries;
5. Preparation of monthly reports and case tracking;
6. Organizing and maintaining documents in a paper or electronic filing system.
7. Meeting with clients, attorneys, and other professionals to talk about case details.
8. Directing and coordinating law office activity, including delivery of subpoenas.
9. Gathering and analyzing statutes, decisions, and legal articles, codes, documents and other data.

EDUCATION

Political Science, BA

Mindanao State University - Iligan
Class of 2015, Cum Laude

REFERENCES

Tron Pham
CEO & Co-Founder
Milestone Growth Partners
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Founder & Director
360 Degrees Psychology and Consulting
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