

## JEDIDIAH ABBAS

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### PROFESSIONAL SUMMARY

Operations-focused professional with 3+ years of experience driving business efficiency and supporting global executive teams. Skilled in streamlining workflows, managing remote operations, and building scalable systems for multicultural teams. Experienced in executive and C-level support, calendar management, and HR operations, including payroll, recruitment, and employee engagement. Adept at leveraging AI tools and project management platforms to optimize processes and enhance team productivity. Known for delivering high-impact outcomes while fostering collaboration and operational excellence. Eager to contribute to mission-driven organizations where operational excellence and people-first leadership intersect.

### SKILLS

- Executive & C-Suite Support
- Calendar & Inbox Management
- HR Policy & Compliance
- Employee Onboarding & Benefits
- Global Payroll Processing (Wise, Deel)
- Recruitment & Talent Acquisition (Onlinejobs, UpWork, Fiverr)
- AI & Automation Tools (ChatGPT, Fireflies, MS CoPilot)
- Project Management (ClickUp, Monday.com)
- Business Operations & SOPs
- Document Creation (Proposify, Google Workspace)
- Event Planning & Employee Engagement
- Google Workspace, Zoom Workspace, & Microsoft Office

### EDUCATION

#### Richmindale College

Master of Business Administration

Mesa, Arizona, US

January 2024 - June 2025

**University of San Agustin**  
Bachelor of Science in Chemical Engineering

Iloilo City, Iloilo, PH  
2017 - 2022

## **PROFESSIONAL EXPERIENCE**

**MSP Launchpad** – Dordrecht, Netherlands

Executive Assistant & Admin | Oct 2023 – Present | Remote

- Optimized executive support using Inbox Zero and AI tools, reducing CEO email time by 5–10%.
- Managed scheduling for 3 executives and coordinated client-facing engagements.
- Migrated 85% of payroll operations to Wise, improving salary disbursement for 20+ staff.
- Led recruitment, onboarding, and HR documentation rollout for internal and outsourced hires.
- Authored client proposals and SLAs via Proposify, improving service delivery standards.
- Supported the EOS Rock Setting Training and managed task translation in ClickUp.
- Developed internal tools (Salary Tracker, Payslip Templates, Tech Stack Audit Sheet).
- Managed engagement initiatives, quarterly reviews, and the Year-End Thanksgiving Party.

**i7 Marketing & Wagner Meters** – Rogue River, Oregon

Executive & HR Assistant | Sep 2022 – Aug 2025 | Remote

- Managed full-cycle recruitment (procurement engineers, developers, designers).
- Oversaw payroll, benefits, and compliance for an 8-person Philippine team.
- Formalized HR policies into comprehensive Employment Contracts and guidelines.
- Supported day-to-day admin tasks and collaborated closely with Marketing leadership.
- Led internal culture initiatives and coordinated US/PH logistics.
- Created scalable onboarding SOPs and automation resources to boost team productivity.
- Conducted market research and marketing insights analysis using AI tools.

**Appliance Professionals** – Crestwood, Kentucky

Personal & Operations Assistant | May 2022 – Aug 2023 | Remote

- Provided executive support to the CEO and streamlined operations across the PH and US teams.
- Managed scheduling, procurement, customer engagement, and lead generation.
- Handled content creation, marketing materials, and social media account management.

## **ADDITIONAL EXPERIENCE**

- Campaign Specialist – OBPO Managed Svcs, Inc. (2021–2022)
- HR Assistant – MORE Electric and Power Corp. (2020)