



CHARINA MARABABOL

PROJECT MANAGER | VIRTUAL ASSISTANT

- Freelancer on Upwork for 7 years
- Owner/Manager of MJPAS Global for more than 2 years

Email: cmarababol@mjpas-global.com
LinkedIn: <https://ph.linkedin.com/in/charina-marababol>

OBJECTIVE

To get new projects for my team.

WORK EXPERIENCE ON UPWORK

Owner/Manager, MJPAS Global, 2014 – present

Upwork: <https://www.upwork.com/agencies/~01d2338297fa328ee1>

Website: <http://www.mjpas-global.com/>

I personally run and manage the company that started as an agency on Upwork.

- + Prepare screening forms and training materials like video tutorials for the team.
- + Execute the final on boarding process of applicants.
- + Personally provide training and coaching to the team.
- + Assign and manage tasks for individual members of the team.
- + Do quality check for team's output.
- + Communicate and negotiate to get clients for the team.

PMO | Executive Virtual Assistant, Repperio, 2013 – present

As an assistant to the founder of a Federal Contracting Platform, I need to work on various administrative tasks.

- + Coordinate with all the team members including the COO, VP for Product, Business Development Manager and fellow offshore workers or freelancers.
- + Check and verify entries in our database. Work hand in hand with our app developer about the issues that are needed to be resolved in the app.
- + Make training materials and also train and coach new members of the team.
- + Familiarize the work flow in the federal contracting industry.

Project Coordinator, Grubb Young, Nov 2015 – Aug 2016

Hired and manage a team of writers and web developers. Created 7 dating review websites and recreated 80 billing sites.

- + Post job, interview and hire.
- + Manage the team's individual task and see to it that everything is coordinated.
- + Quality check for team's output before submission.
- + Prepare team's payment.

SKILLS

Project Management, Recruitment, Proofreading, Writing, Photo Editing, Microsoft Office, Managing Various Administrative Tasks

TOOLS

Trello & Basecamp, Google Docs/Spreadsheets, Dropbox, Capsule CRM, Nutshell, Canva

EDUCATION

THE SISTERS OF MARY GIRLSTOWN SCHOOL, Talisay, Cebu, Philippines
High School
1992 – 1995

Vocational/Technical Courses:

- 450 hours Basic Dressmaking
- 450 hours Pattern Drafting and ISMO
- 225 hours ISMO AND Advance Dressmaking
- 375 hours Entrepreneurship & Steno-typing
- 125 hours Basic Computer Technology
- 225 hours Electronics Technology

TAGBILARAN CITY CENTRAL ELEMENTARY SCHOOL, Tagbilaran City, Bohol, Philippines
Elementary
1986 – 1992