

## Contact

[www.linkedin.com/in/catherine-garrote-2ab1b8279](https://www.linkedin.com/in/catherine-garrote-2ab1b8279) (LinkedIn)

## Top Skills

Business

Customer Support

Communication

# Catherine Garrote

Executive Virtual Assistant/ Head of Marketing  
Bukidnon, Northern Mindanao, Philippines

## Summary

I am a highly motivated individual with a strong educational background and a passion for business administration, specifically in the field of marketing. I recently graduated with a four-year degree . Throughout my academic journey, I consistently strived for excellence in both my sports and academics, which has shaped me into a competitive and driven individual. I consistently ranked among the top-performing students, earning high remarks for my dedication and commitment to my studies.

Aside from my academic achievements, I also took on leadership responsibilities as the leader of a school organization. This experience allowed me to develop valuable skills in team management, organization, and effective communication. I learned how to motivate and inspire others, foster a collaborative environment, and achieve collective goals. These leadership abilities have prepared me to take on challenges and excel in a professional setting.

I am eager to bring my knowledge and skills as an executive assistant. Having studied business administration, I have gained a deep appreciation for the intricacies of the corporate world. I understand the importance of effective communication, attention to detail, and strategic planning to drive organizational success.

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## Experience

MGEMS Marketing

Executive Assistant

September 2022 - Present (2 years 4 months)

New Jersey, United States

As an Executive Support professional reporting directly to the CEO, I manage the CEO's calendar, schedule meetings, and coordinate domestic and international travel. I handle communications through RingCentral, ensuring

timely customer service responses, and oversee USA print marketing order fulfillment. During tax season, I assist with TaxDome organization and support Money Guide Pro. I also manage the company's social media, creating and publishing content aligned with branding, while tracking engagement and suggesting improvements.

My administrative duties include managing internal communications, preparing and proofreading documents, conducting research, and maintaining organized electronic files. Additionally, I manage the company's CRM system, ensuring data accuracy and providing staff training. I oversee employee training programs, develop materials, monitor progress, and recommend professional development opportunities. Throughout all tasks, I maintain strict confidentiality.

SYKES Philippines  
Technical Support Specialist  
- December 2024

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## Education

ACLC College  
Bachelor of Business Administration - BBA, Business, Management,  
Marketing, and Related Support Services · (June 2018 - August 2022)