

ARGYL HAZEL LINDIO

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Dedicated and detail-oriented professional with a background in project management, client communications, and virtual support. Skilled in streamlining operations, managing client schedules, and ensuring efficiency in dynamic environments. Seeking to leverage my experience and skills to provide exceptional virtual assistance and contribute to the success of your team.

AREA OF EXPERTISE

Project Management	Sales & Marketing	Reporting Cost Estimation &
Client Communication	Data Analysis	Budget Tracking Time
CRM Management	Project Coordination	Business Development

APPLICATIONS AND TOOLS

Google Workspace: Gmail, Calendar, Sheets	CRM: Bitrix24 and Asana
Office 365: Word, Excel, Powerpoint	Management: Notion
Communications: Slack, Zoom, Google Meet	Others: MySQL, Python, PlanSwift, Canva, Wordpress

PROFESSIONAL EXPERIENCE

Project Coordinator, Ufacilitate (US)	Dec 2024 - Present
<ul style="list-style-type: none">Managed CRM (Bitrix24), tracked key sales metrics, and generated reports to support strategic decisions.Drafted and formatted client proposals with input from senior leaders.Designed sales and marketing materials using Canva and supported social media content creation.Provided cross-functional support in project coordination and finance tasks.	
Architectural Executive Assistant & Marketing Coordinator, DREAM Builders (US)	Jun 2025 - Present
<ul style="list-style-type: none">Managed CRM (Bitrix24), tracked key sales metrics, and generated reports to support strategic decisions.Drafted and formatted client proposals with input from senior leaders.Designed sales and marketing materials using Canva and supported social media content creation.Provided cross-functional support in project coordination and finance tasks.	
Quantity Surveyor - Tiling Estimator, UK Client (Freelance)	Dec 2024 - May 2025
<ul style="list-style-type: none">Prepared detailed cost estimates for tiling works using PlanSwift and project specifications.Reviewed architectural drawings to quantify materials, labor, and time requirements.Coordinated with suppliers to ensure accurate pricing.	
Virtual Assistant, US Clients (Freelance)	Jan 2023 - Sep 2024
<ul style="list-style-type: none">Managed and organized client communications, appointments, and schedules to ensure seamless operations.Coordinated with clients, agents, and service providers, streamlining transaction processes for efficiency.Utilized CRM software to update and maintain client databases, track leads, and enhance customer relationship management.	
Cost Engineer, First Balfour, Inc.	Apr 2024 - Oct 2024
<ul style="list-style-type: none">Conducted detailed cost analysis to support budgeting and optimize resource allocation.Collaborated with project managers to ensure adherence to budget targets, implementing corrective actions as needed.Delivered financial forecasts and conducted risk assessments, contributing to strategic decision-making.	

EDUCATION

BS Mechanical Engineering	2011 - 2016
Bicol University	