

ARGYL HAZEL LINDIO

Bicol, Philippines (Remote) | +63 995 728 9349 | argyllindio@gmail.com

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	Analytical Thinking	Reporting Cost Estimation &
Client Communication	Data Analysis	Budget Tracking Time
CRM Management	Problem Solving	Management & Prioritization

APPLICATIONS AND TOOLS

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

PROFESSIONAL EXPERIENCE

Virtual Assistant, US Clients (Freelance) Jan 2023 - Sep 2024

- 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

- 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.

Field Engineer - Mechanical, First Balfour, Inc. Sep 2023 - Mar 2024

- Oversaw mechanical installations, ensuring safety and specification compliance.
- Assisted in planning and scheduling project timelines, maintaining accurate records and reports.

QA/QC Mechanical Engineer, First Balfour, Inc. Feb 2023 - Aug 2023

- Performed quality assurance and quality control inspections for mechanical systems, ensuring compliance with project specifications and safety regulations.
- Conducted regular site inspections, coordinating with project teams to resolve technical issues efficiently.
- Documented non-conformances and led corrective actions, improving project quality standards.

EDUCATION

BS Mechanical Engineering 2019 - 2022

Mariners Polytechnic Colleges Foundation

BS Mechanical Engineering 2011 - 2016

Bicol University