







ABOUT

Educator turned Virtual Assistant & Project Manager with 10+ years of experience supporting executives, managing remote teams, and streamlining operations. Skilled in onboarding, training, and cross-functional coordination, with a strong command of tools like Google Workspace, Canva, WordPress, and CRMs. I thrive in fast-paced environments—bringing structure, clarity, and a calm, can-do attitude to every task.

EXPERTISE

- Executive & Virtual Assistance
- Project & Operations Management
- Calendar, Email & Task Management
- Curriculum Planning & Educational Support
- Onboarding Documentation & Training
- Remote Team Coordination
- Real Estate Admin Support (Back Office, CRM, ARV Analysis)
- Web Content Management (WordPress, Squarespace)
- Graphic Design using Canva & Adobe Photoshop
- Animation (TESDA-Certified)
- CRM Tools: HubSpot, Follow Up Boss, Zoho, Blitz, Vinsolutions
- Google Workspace & Microsoft Office Suite
- Trello, ClickUp, Asana & Other Task Management Tools
- Customer Service & Client Communication
- SOP Creation & Process Optimization
- Social Media & Online Platform Support
- Data Entry, Lead Management & Research

CONTACTS

-  <https://sites.google.com/view/mariaandreabautista/home>
-  mariaandreabautistayourva@gmail.com
-  +639505045113
-  Guitnang Bayan II, San Mateo, Rizal, PH

SEASONED VA + PM: THE CALM IN YOUR STORM, THE BRAIN BEHIND YOUR FLOW.

MARIA ANDREA BAUTISTA

WORK EXPERIENCE

FREELANCE REMOTE WORKER

2010 – Present

(VIRTUAL ASSISTANT / PROJECT MANAGER / GRAPHIC DESIGNER / DATA ENTRY / RESEARCHER)

Upwork.com – Remote

- 10+ years providing virtual assistance, operations support, and creative services to international clients.
- Handled executive admin, project management, CRM systems (HubSpot, Zoho, Follow Up Boss), onboarding, and training documentation.
- Supported real estate, tech, e-commerce, and education clients in back-office tasks, lead management, and customer communication.

OPERATIONS MANAGER

July 2022 – Jan 2024

Brogrammers Agency – Atlanta, GA (Remote)

- Directed daily operations for web development and design projects.
- Optimized workflows and remote team coordination for better delivery and client satisfaction.

PROJECT MANAGER

Feb 2022 – July 2022

Brogrammers Agency – Atlanta, GA (Remote)

- Oversaw timelines, task assignments, and stakeholder communication for UI/UX and website builds.
- Created structured SOPs and implemented productivity tools (Asana, Trello).

SENIOR VIRTUAL ASSISTANT

Nov 2021 – Sept 2022

Volenday Inc. – Makati City

- Provided high-level administrative support to executives; managed schedules, reports, and team communications.
- Led a team of Engagement Coordinators based in the PH from training up until operations for a Multinational Client.

BD MANAGER & SECRET SHOPPER

Nov 2019 – Nov 2024

Webinar Inc. / RevDojo – Remote

- Conducted brand research and secret shopping reports for UX audits.
- Supported lead generation and client reporting.

JUNIOR HIGH SCHOOL ICT TEACHER

2017 – 2019

St. Scholastica's Academy – Marikina, Philippines

- Taught ICT and digital literacy to junior high students; led student projects and tech competitions.

ENTERTAINMENT ASSISTANT

2016 – 2020

Empire Agency / Find a Band – New Zealand (Remote)

- Managed bookings, handled artist schedules, and coordinated with event clients.
- Assisted with marketing materials and content uploads.

GRADE SCHOOL & JUNIOR HIGH SCHOOL TEACHER

2013 – 2017

Virgen Del Pilar School & DepEd – Philippines

- Delivered core subjects and managed learning materials across grade levels.
- Organized school-wide educational activities and supported teacher training.

MARIA ANDREA BAUTISTA

EDUCATION

Marikina Polytechnic College, Philippines Master of Education, Major in Educational Management	2020 – Present
Miriam College, Philippines Certificate in Professional Teaching	2010 – 2013
Philippine School of Business Administration, Philippines Bachelor of Science in Business Administration, Major in Banking and Finance	2004 – 2008

PROFESSIONAL DEVELOPMENT

User Experience Course KodeGo, Philippines	Oct 2022 – Mar 2023
Training for the National Certificate in Animation Global Career Access Training Institute, Philippines	2017

ACHIEVEMENTS & CERTIFICATIONS

- ✔ Passed the **Philippine Licensure Examination for Teachers (LET)** 2013
- ✔ Passed the **Philippine Civil Service Professional Examination** October 2015
- ✔ Awarded **National Certificate in Animation (NCII)**
Technical Education and Skills Development Authority (TESDA), 2017
- ✔ Achieved a **6.5 Band Score in IELTS** (International English Language Testing System) May 19, 2016
- 🏆 **Over 15 Years of Experience as a Virtual/Administrative Assistant**
With proven performance in remote operations, client support, and back-end management
- 🏆 **6 Years of Experience as a Licensed Educator**
Handled both intermediate and junior high school levels, with strength in curriculum development
- 🏆 **Successfully transitioned from teaching to digital operations and project management**
Managed diverse teams and web development projects for international clients
- 🏆 **Skilled Trainer**
Provided training in Basic Computer Literacy, English Proficiency, Customer Service, and Email Management

REFERENCES

DR. RAUL B. CHUA
SCHOOL PRINCIPAL, CAINTA

+639297107510
raul.chua@deped.gov.ph

GABRIEL EMANUEL MONTANO
OFFICE MANAGER, FINDAND NZ

+639983223882
gab@findaband.co.nz