



NEIL PRADO

Freight Virtual Assistant

✉ neilkit03@gmail.com

☎ +63-927-792-3039

📍 122 Caloocan City, PH

💻 reallygreatsite.com

EDUCATION

Freight Specialist
Freight101
2025

Full Stack Web Developer
Kodego
2023-2024

SKILLS

- Freight Broker
- Negotiation Skills
- Problem-Solving
- Time Management
- Presentation Skills
- Team Collaboration

LANGUAGE

English

Filipino

About Me

Hi! I'm a trained Freight Virtual Assistant with a strong foundation in logistics support, freight coordination, and administrative services tailored to the transportation industry. I've completed specialized training that equipped me with the skills to assist freight brokers and logistics companies with tasks such as load tracking, carrier communication, data entry, rate confirmations, and CRM management.

I'm passionate about helping businesses streamline their freight operations and increase efficiency through reliable and organized virtual support. Whether you're a freight broker looking for dependable back-office help or a logistics team seeking smoother operations, I'm here to support your goals with professionalism and dedication. Let's connect!

WORK EXPERIENCE

Jan 2024 – Jun 2024

RMT Logistics Services | Caloocan City

Last Mile Delivery

- Offer consumer goods packages to corporate and clients
- Meet with clients every quarter to update or renew services
- Train junior sales agents

SSSE | 3023 N. Clark St., #140, Chicago, IL 60657

Graphic Artist

- Visited corporate client offices to offer latest products
- Built relationships with clients to maintain sales goals and create new opportunities

REFERENCES

Steven Wear

SSSE / CMO & Director of Acquisitions

Phone: +847-666-8885

Email: Steven@SSSE.com

Harper Russo

Wardiere Inc. / CEO

Phone: +123-456-7890

Email: hello@reallygreatsite.com