



NEIL PRADO

Freight Virtual Assistant

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📍 122 Caloocan City, PH

🖥 neilkit03.github.io/freight-virtual-assistant/

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

- Pick-up the Parcels at the hub
- Deliver the Parcels Door-to-Door.
- Return the undelivered parcels to hub and remit any payments made by the customer.

Feb 2020 – Present (On-call)

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

Graphic Artist

- Create a logo for newly acquired acquisitions.
- create a design for marketing materials such as company profiles, leaflets, event materials, etc.
- Edit some videos and Photos for posting and materials for print.
- Research and data entry.

REFERENCES

Steven Wear

SSSE / CMO & Director of Acquisitions

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Debbie Masanque

RMT Area Team Leader

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