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Dasmariñas City, Cavite

SKILLS

- Social Media
- Calendar Management
- Email Management Travel
- Management
- Appointment Setting
- Data Entry
- Microsoft Office Suite | 365
- Canva
- G-Suite
- Procore
- Netsuite
- Asana
- Calendly
- Zoom
- Organization Skills
- Customer Service
- Technical Skills

EDUCATION

RIZAL TECHNOLOGICAL UNIVERSITY

Computer Engineering Technology

JANNYL ANNE OPINIANO

PROFESSIONAL EXPERIENCE

Executive Assistant | Technical Analyst | Creative Support
Experienced professional with more than five years supporting executives and international clients, specializing in technical analysis, presentation design, and multimedia content creation (photo, video, and PowerPoint). Recognized for being efficient, adaptable, and able to deliver high-quality work independently or within teams.

WORK EXPERIENCE

VIRTUAL ASSISTANT/PROJECT DATA COORDINATOR | Intelegencia BPO LLC October 2023 - May 2026

- Managed appointment scheduling, meeting coordination, and calendar updates for project teams and clients
- Proactively follow up with leads and clients, maintaining CRM updates and driving sales pipeline activities, including proposal and quote development.
- Design compelling sales decks and presentations using Canva, collaborating with marketing to tailor content to client needs.
- Deliver exceptional member support by resolving inquiries, troubleshooting issues, managing onboarding/offboarding, and maintaining comprehensive FAQs.
- Support virtual events and meetings by coordinating schedules, managing digital communication channels, and ensuring seamless execution.
- Efficiently manage executive email inboxes by prioritizing messages, drafting responses, and ensuring prompt follow-up to support executive productivity.

EXECUTIVE ASSISTANT | UAE National Olympic Committee September 2018 - November 2022

- Managed visa applications and processing for athletes and officials attending international events.
- Provided administrative support to senior executives, including scheduling and correspondence.
- Coordinated communication between the UAE National Olympic Committee and external stakeholders.
- Organized travel arrangements, accommodations, and event logistics for athletes and staff.
- Maintained and updated athlete and staff records to ensure compliance with visa and organizational requirements.

TECHNICAL SUPPORT ANALYST

Telus, Inc. Philippines
January 2016 - August 2018

CUSTOMER SERVICE REPRESENTATIVE

Hinduja Global Solutions
February 2014 - January 2016