



Jerald Roxas

Experienced Paralegal Administrator

Real Estate • HR Recruitment

Healthcare • Construction Business

Skills

- Paralegal Administration
- Data Entry & Document Management
- Phone, Chat & Email Communication
- Project Management & Coordination
- Client Customer Service
- Recruitment & Talent Sourcing
- Construction Lead Coordination
- Scheduling & Appointment Management
- Basic Canva Photo / Video Editing

Education

Diploma in Information Technology

De La Salle Lipa

2013-2015

A 2-year course graduate in Information Technology with a solid foundation in information systems, data analysis, business processes, and basic accounting principles.

Experience

Client Marketing & Recruitment Manager

Beyond UpsideDown

October 2021 - October 2026

- Managed end-to-end recruitment across the US, Australia, UK, and APAC for healthcare, technology, customer service, sales, marketing, paralegal, and other professional roles.
- Handled HR administration, onboarding coordination, compliance records, employee engagement, and client-facing recruitment support while maintaining accurate workforce documentation.
- Supported client acquisition and employer branding through email, phone, virtual meetings, social media, and community outreach to promote outsourcing and remote staffing services.

HR Admin Assistant

EnablesGROUP

January 2025 - July 20, 2025

- Supported HR administration through CV formatting, candidate record organization, email coordination, and other recruitment-related administrative tasks.
- Sourced APAC candidates through LinkedIn, Indeed, JobStreet, Facebook groups, and professional networks, and supported talent marketing through job posts and outreach.
- Conducted phone screening, scheduled shortlisted candidates, and coordinated interview schedules and updates between candidates and clients.

Paralegal Admin Assistant

Colwell Conveyancing Group

August 6, 2024 - October 31, 2024

- Performed conveyancing data entry using Smokeball/TriConvey and reviewed contracts, client authorisation forms, trust account requirements, plans, and OSR-related documents.
- Requested and followed up ATO certificates, deposits, balance dues, searches, questionnaires, and other outstanding documents required for buyer and seller files.
- Identified key transaction dates, maintained file notes and reminders, and coordinated closely with paralegals and the administration team to keep matters progressing.

Logistics Administrator

Metro Manila ICC | Mercy Worldwide | Project UpsideDown

October 2021 - December 2024

- Supported administrative and paralegal-related documentation, including coordination and processing of government-mandated benefit requirements and payments.
- Managed venue and meeting bookings, prepared venue quotations, and coordinated event requirements with internal teams and prospective clients.
- Coordinated logistics providers for event-material deliveries and worked with IT support on member access, technical requirements, and event-related concerns.



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Software Skills

- Legacy
- Monday.com / ClickUp / Trello
- Actionstep / LEAP / Clio
- Salesforce / Zendesk / HubSpot
- Google Workspace / Microsoft Office
- Asana / Calendly
- SignNow / DocHub / DocuSign
- Dropbox / Zoom / MS Teams
- Hubstaff / Clockify / DeskTime / TimeDoctor
- LinkedIn / Indeed / JobStreet / Teamtailor
- kvCORE / VaultRE / PriceFinder
- NurtureCloud / Ailo / Kolmeo
- PropertyMe / PropertyTree
- Avaya / Telstra / VICIdial / 3CX / NICE / Grasshopper

Experience

EA / HR Recruitment Officer

CS Modern Workforce

March 2022 - October 2023

- Sourced and pre-screened candidates through LinkedIn, Indeed, Facebook groups, job portals, and recruitment caravans while maintaining candidate records in the company ATS.
- Provided executive and administrative support to the HR Business Partner, including scheduling, candidate coordination, recruitment documentation, and hiring workflow support.
- Presented employment details, compensation, and benefits to selected candidates and supported recruitment activity across the US, APAC, and Colombia.

Project Manager / VA Coaching - Freelance

Project UpsideDown / proACTIVE Virtual Careers

October 2022 - February 2025

- Trained aspiring virtual assistants in paralegal, real estate, administrative, and remote-work support processes while providing practical coaching and workflow guidance.
- Managed freelance end-to-end talent sourcing and recruitment, client calendar requests, candidate coordination, and project-related administrative activities.
- Prepared HR and sales reports and supported social media management, including basic Canva content creation, across EMEA, US, and APAC engagements.

Paralegal Support

Ownit Conveyancing QLD

December 2020 - December 2021

- Managed conveyancing files in LEAP, gathered settlement documents, maintained compliance checklists, and ensured forms were completed and signed correctly through DocHub and DocuSign.
- Supported lawyers with consultation scheduling, calendar management, client follow-ups, and professional communication through email and outbound phone calls.
- Performed data entry and CRM management while tracking outstanding requirements to help property matters progress toward settlement on time.

Paralegal Conveyancer

ThinkConveyancing.com.au NSW

November 2019 - December 2020

- Supported Australian lawyers with property conveyancing administration, contract review, client intake, client record management, and government-mandated real estate forms.
- Communicated with clients by email and outbound phone calls regarding required documents, contract changes, and agreed requests between buyers and sellers.
- Prepared professional correspondence for solicitors and banks, chased outstanding settlement documents, and prepared statements of adjustment and client billing information.

BPO / Call Center Experience

- Tenet Healthcare Conifer - AR Collection Representative | August 2020 - June 2021
- Petsure Australia Inc. | August 2018 - November 2019
- Omega Healthcare - MedData | August 2017 - May 2018
- The Results Companies - WellCare Health Plans USA | June 2016 - July 2017

Contact

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