

CHARLICIA MARA C. AALA

www.linkedin.com/in/charlicia-mara-ciceron-1465a51b0

OBJECTIVE

Resourceful and detail-oriented **Executive Assistant** with 3+ years of experience supporting senior executives across corporate, real estate, and international business environments. Adept at managing complex calendars, streamlining communication, and improving administrative workflows. Known for discretion, professionalism, and a proactive approach to problem-solving. Passionate about enabling executive efficiency and contributing to organizational success.

EXPERIENCE

MAY 2023-MAY 2024 | DECO & CO WALLPAPER (AUSTRALIAN)

- Managed executive schedules, appointments, and correspondence for Australian Client.
- Prepared invoices and tracked payments using Xero, ensuring accurate financial reporting.
- Coordinated virtual meetings across multiple time zones and stream-lined communications.
- Designed PowerPoint presentations, reports, and marketing materials to support business development.
- Responded to client inquiries via email and social media with high professionalism and efficiency.

MARCH 2022-MARCH 2023 | SM DEVELOPMENT CORPORATION

- Supported the Project Development team in preparing OPEX and CAPEX budgets and financial documents.
- Handled travel logistics, meeting coordination, and document control for executives and staff.
- Managed internal and external communications, agendas, and minutes for key department meetings.
- Maintained inventory and office supplies, ensuring operational readiness across departments.
- Liaised with vendors and external partners to facilitate project and procurement needs.

FEBRUARY 2021-MARCH 2022 | SGV & COMPANY

- Proofread and reviewed confidential client and financial documents before executive sign-off.
- Coordinated meetings, events, and logistics for firm partners and cluster teams.
- Processed expense liquidations, tracked reports, and maintained timekeeping accuracy.
- Provided onboarding assistance for new hires and maintained client databases and records.

EDUCATION

October 2012-December 2019
Batangas State University Main Campus
Bachelor of Science in Hotel and Restaurant Management

CORE STRENGTHS AND SKILLS

- Executive Calendar & Email Management
- Google Workspace, Canva, Xero
- Microsoft Suite (Word, Excel, PowerPoint)
- Confidential Records Management
- Financial Reporting & Expense Management (Xero)
- Project & Office Administration
- Meeting & Travel Coordination