

Fiona Mae M. Antonio

Executive Assistant

Bacoor, Cavite

EDUCATION

Pamantasan ng Lungsod ng Maynila
BS Psychology

LANGUAGES

English - Fluent
Japanese - Intermediate

TOOLS

Google Workspace, Microsoft Office Suite, Zendesk, ClickUp, Notion, Salesforce, Jira, Slack, Zillow, Redfin, Canva, Capcut, Vita, Claude, ChatGPT, LinkedIn, JustCall, WhatsApp, Telegram, Discord, Zoom, Skype, Loom, Fireflies.ai

AFFILIATION

Full-time Missionary
The Church of Jesus Christ of Latter-Day Saints
Osaka, Izumo, Ibaraki, Nishinomiya, Niihama Japan

Executive Assistant
ApeBond
August 2024 – March 2026
Grand Cayman Islands

- Conduct lead generation
- Client outreach
- Manage lead lists
- Maintain and update CRM platform
- Register for events

Executive Assistant
Ailo
September 2023 - March 2025
Melbourne, Australia

- Calendar and Appointment Management
- Email Management
- Prepare documents
- Document meetings, distribute official minutes, and follow ups
- Update CRM databases
- Improve workflow

Executive Assistant and Property Manager Assistant
McDonalds & CMD RE LLC.
February 2021– July 2023
Arlington, Texas

- Calendar, Email, and Travel Management
- Create operational reports
- Involved in people recognition and engagement
- Research
- Procurement
- Communicate with vendors
- Graphic designing and video editing
- Prepare documents
- Store and organize records
- Audit financial transactions and payments
- Property listings
- Customer support (calls, emails, texts)