JAYSON B. VIRGO

Philippines

PROFESSIONAL SUMMARY

Executive Assistant with 7+ years of experience providing high-level administrative, executive, and operational support to executives, directors, project managers, and business owners. Skilled in executive calendar and email management, research, documentation, CRM administration, lead generation, project coordination, data entry, and cross-functional communication. BS Information Technology graduate with nine years of experience in computer education and hands-on IT support, including software installation, hardware and software troubleshooting, networking, graphics, and technical assistance. Technology-adaptable, detail-oriented, proactive, and experienced working independently across multiple time zones.

CORE SKILLS

Executive Assistance | Administrative Support | Calendar & Schedule Management | Executive Email Management | Operations Support

CRM Administration | CRM Data Management | Lead Generation | Prospect Research | Sales & Business Development Support

Project & Task Coordination | Research & Information Analysis | Data Entry & Validation | Document & File Management | Client Communication

Follow-Up Management | Process & Workflow Improvement | AI-Powered Research & Productivity | Confidential Information Management | Multi-Time-Zone Operations

Technical Troubleshooting | IT Support

PROFESSIONAL EXPERIENCE

Quebec Consulting — *Executive Assistant | Apr. 2026 – Aug. 2026*

• Conducted research and information gathering to support business and operational requirements.

• Managed executive and business email communications, including organization, prioritization, and follow-ups.

• Administered and maintained CRM records, ensuring information was accurate, organized, and up to date.

• Conducted social media outreach to engage prospects and support business development initiatives.

• Supported lead generation and prospect research to identify and develop potential business opportunities.

• Created, organized, and maintained documents, spreadsheets, presentations, and digital files using Google Workspace.

StartItToLast — *Executive Assistant | Jun. 2025 – Mar. 2026*

• Provided executive and business operations support across sales, research, CRM, marketing, project coordination, and administrative functions.

• Managed executive and business email communications, including organization, prioritization, and follow-ups.

• Administered and maintained CRM records and used HubSpot to organize prospect and customer information.

• Used Apollo for lead acquisition and prospect research and created and managed email sequences in HubSpot and Apollo.

• Supported follow-ups and tracked outstanding requirements to keep sales and operational activities moving.

• Created and maintained documents, spreadsheets, and digital files using Google Workspace.

• Used Google Workspace, Notion, Trello, Slack, Zoom, and Rippling to organize workflows and information.

• Applied ChatGPT, Gemini, DeepSeek, Fireflies, Canva, Flow AI, and Zeely AI to improve research, content creation, and workflow efficiency.

Worksense AI — *Executive Assistant | Mar. 2024 – Mar. 2025*

• Supported business operations through executive support, CRM management, lead generation, research, administrative coordination, and follow-up management.

• Managed and organized business and executive information to support day-to-day operations.

• Used HubSpot CRM to maintain organized prospect and customer information.

• Used Apollo for lead acquisition and prospect research and created and managed email sequences for structured sales outreach.

• Conducted research and organized prospect information for business-development activities.

• Maintained accurate records across Google Sheets, Google Docs, Notion, Trello, Slack, Zoom, and Rippling.

• Created and maintained business documents and files using Google Workspace.

• Used ChatGPT and Gemini to support research, content creation, information processing, and workflow efficiency.

ThriveDx — *Executive Assistant | May 2022 – May 2025*

• Supported the Director and Project Manager with executive and administrative operations, project coordination, documentation, communication, and marketing support.

• Coordinated tasks, deadlines, communications, and requirements across multiple stakeholders.

• Conducted research and organized information to support business and project requirements.

• Maintained accurate documentation and professional communications.

• Worked with Salesforce for email marketing and campaign processes.

• Edited and updated email marketing templates using Figma.

• Created and tested Salesforce email marketing automation workflows to improve campaign consistency and efficiency.

HitchVA — *Executive Assistant | Aug. 2021 – Feb. 2024*

• Provided administrative and executive support through email management, calendar coordination, task tracking, follow-ups, and invoice administration.

• Managed executive communications and scheduling while maintaining organized workflows and priorities.

• Created, cascaded, and followed up on meeting-related tasks across multiple stakeholders.

• Requested client invoices, monitored outstanding invoices, and followed up on overdue payments.

• Used Google Sheets, Google Docs, Google Calendar, Notion, Todoist, WhatsApp, and Zoom to coordinate workflows.

• Maintained accurate records and handled business information with discretion.

Freedom Property Investors — *Documentation Administrator | Dec. 2019 – Jul. 2021*

• Managed property acquisition documentation, ensuring records were accurate, complete, organized, and readily accessible.

• Updated HubSpot CRM and Avaza with relevant business and operational information.

• Conducted research to support property acquisition and business requirements.

• Provided email support and coordinated information required for acquisition processes.

• Supported website and business-system activities using Canva, Google Workspace, DocHub, Slack, Zoiper, and Photopea.

AA Properties — *General Virtual Assistant | Sept. 2018 – Jun. 2019*

• Performed data entry, research, property postings, and administrative support.

• Managed Eventbrite accounts and sent direct event invitations to leads.

• Maintained accurate property information across online listing platforms.

• Supported lead-generation activities through research, data entry, and follow-up.

• Assisted with document, information, and administrative tasks to support daily business operations.

Adonai Asian Academy — *Computer Literacy Teacher / IT Support | 2006 – 2015*

• Taught Computer Literacy to Grade 1 through Grade 10 students for nine years.

• Provided hands-on technical support for students, teachers, and school operations.

• Installed and configured operating systems and software applications.

• Troubleshot hardware and software issues and provided practical technical fixes.

• Supported networking, graphics, and other school IT-related requirements.

• Supported school classes, events, and activities while coordinating with students, parents, and co-teachers.

EARLIER IT EXPERIENCE

Accenture — Associate Software Engineer / Change Manager | 16 months

• Provided technical and client support through a ticket-based support process.

• Investigated and debugged software-related issues and documented troubleshooting and resolution status.

• Communicated with clients regarding technical issues and escalated cases when required.

• Worked within technical and change-management procedures to support issue resolution.

PROFESSIONAL MILESTONES

• Managed 5,000+ monthly emails with a consistent 24-hour turnaround and maintained Inbox Zero for at least six consecutive months.

• Hands-on CRM and business operations experience across HubSpot, Apollo, and Salesforce, including CRM management, lead acquisition, prospect research, email sequences, and marketing automation.

• Successfully managed an executive schedule across multiple time zones while balancing competing priorities and deadlines.

• Led a complex project from planning through completion while coordinating stakeholders, timelines, and workflows.

TECHNOLOGY & TOOLS

CRM & Sales: HubSpot, Apollo, Salesforce, GoHighLevel (GHL)

AI & Research: ChatGPT, Claude, Gemini, DeepSeek, Perplexity, Base44, Fireflies, Flow AI, Zeely AI

Office & Productivity: Google Workspace, Microsoft Office, Notion, Trello, Teamwork, Todoist

Communication & Collaboration: Slack, Zoom, WhatsApp

Marketing & Design: Canva, Figma, Photopea

Other: Rippling, Avaza, Eventbrite, DocHub

EDUCATION

Davao del Norte State College

Bachelor of Science in Information Technology | Completed 2006