LARA JOYCE A. OLGADO

Virtual Assistant | Logistics Operations Coordinator | Administrative Support

Lipa City, Batangas, Philippines

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PROFESSIONAL SUMMARY

Detail-oriented Virtual Assistant and Logistics Operations Coordinator with experience supporting Australian transport operations through GPS monitoring, ETA tracking, driver coordination, delivery verification, reporting, and administrative support. Skilled in real-time logistics monitoring, Google Workspace, Microsoft Office, spreadsheet management, and maintaining accurate operational records. Adaptable, organized, and committed to providing efficient operational support in fast-paced environments.

CORE SKILLS

Logistics Operations • GPS Monitoring • ETA & Delivery Tracking • Driver Coordination • Dispatch Support • Proof of Delivery (POD) • Administrative Support • Data Entry • Reporting & Documentation • Google Workspace • Microsoft Excel • Microsoft Office • Customer Support • AI Productivity Tools • Time Management • Problem Solving

PROFESSIONAL EXPERIENCE

The A Brand (Australia)

Operations & Administration Coordinator (Logistics VA)

• Coordinate with drivers regarding ETAs, pickups, deliveries, delays, and operational updates.
• Monitor real-time GPS tracking and movement of linehaul trucks across Australia.
• Track on-time pickup and delivery performance and escalate transport issues when required.
• Verify pre-trip and post-trip vehicle inspections and follow up with drivers.
• Update operational spreadsheets, driver records, and transport information.
• Verify Proof of Delivery (POD), delivery completion, and job status.
• Prepare shift handover notes for incoming operations staff.
• Support Chain of Responsibility (CoR) and fatigue management compliance.

Department of Labor and Employment (DOLE)

Administrative Support

• Managed databases and maintained accurate records.
• Performed data entry, scanning, filing, and document organization.
• Assisted clients with labor-related inquiries and government programs.
• Prepared monthly employment reports.
• Supported daily administrative operations.

TOOLS

Google Workspace, Google Docs, Google Sheets, Google Drive, Gmail, Google Calendar, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Canva, ChatGPT, Gemini, CapCut, Google Chat, Google Meet

TRAINING & CERTIFICATIONS

VirtualAssist Online: General Virtual Assistance, Data Entry, Lead Generation, Social Media Management, Facebook Advertising, Graphic Design

EDUCATION

Bachelor of Science in Criminology
Kolehiyo ng Lungsod ng Lipa (2019–2024)

PROFESSIONAL LICENSE

Licensed Criminologist