LOVELY KRISMEL CULLO

Virtual Assistant | Project & Operations Support



General Santos City, Philippines

PROFESSIONAL SUMMARY

Organized and dependable Virtual Assistant with experience as a remote Project Manager, Admin Assistant, and Podcast Director. Skilled at managing schedules, inboxes, documents, and project timelines; following up with stakeholders; and keeping work moving across teams and time zones. Known for clear communication, calm problem-solving, and delivering work on schedule.

CORE COMPETENCIES

Administrative Support	Calendar & schedule management, email/inbox management, document preparation, data entry and record keeping
Communication & Coordination	Stakeholder follow-ups, meeting agendas and minutes, memos and internal announcements
Project & Operations	Timelines, task and milestone tracking, status reports, SOP documentation, process improvement
Research	Market and competitor research, lead and prospect research, vendor sourcing and quote comparison
Social Media & Content	Post scheduling, content calendars, community management, monthly performance summaries
Podcast Production	Show launch and setup, guest coordination, recording direction, post-production, and publishing
Customer Support	Handling inquiries, complaints, and special requests with a service-first approach

TOOLS & PLATFORMS

Communication	Gmail, Outlook, Slack, Microsoft Teams, Zoom, WhatsApp
Project Management	Asana, ClickUp, Notion
CRM	GoHighLevel
File Management	Google Drive, OneDrive, SharePoint
Social Media	Meta Business Suite
Design & Content	Canva, Google Slides, PowerPoint

WORK EXPERIENCE

Project Manager – Gracchus Partners **March 2024–Present**

- Oversee all active projects from kickoff to delivery, ensuring every deliverable is completed on schedule
- Build project timelines, assign tasks, and set milestones for remote, cross-functional teams
- Monitor progress in project management tools, flagging risks and resolving bottlenecks before they cause delays
- Prioritize work and balance resources across multiple concurrent projects
- Follow up with team members, clients, and vendors on pending tasks and deadlines
- Run virtual status meetings, prepare agendas, and distribute minutes with action items and owners
- Prepare regular status reports and progress updates for leadership
- Document workflows and SOPs to keep processes consistent and repeatable

Admin Assistant – Men of All Trades Trading **October 2023–December 2025**

- Managed calendars, scheduled meetings, and sent reminders and confirmations
- Sorted, prioritized, and responded to emails and messages on behalf of management
- Prepared, formatted, and proofread documents, reports, and business correspondence
- Encoded and maintained data in spreadsheets and internal records, keeping information accurate and up to date
- Organized digital files and folders in cloud storage for easy access by the team
- Coordinated with clients and suppliers on inquiries, quotations, orders, and follow-ups
- Handled day-to-day office tasks to keep operations running smoothly

Podcast Director – Growth Without Fears & Warriors Path

Podcast Launch

- Launched both podcasts from the ground up, defining each show's concept, target audience, format, and episode structure
- Set up the recording and editing workflow, including equipment and remote recording tools
- Created show branding such as cover art, intros, and outros
- Set up podcast hosting and distribution to Spotify, Apple Podcasts, and YouTube
- Built the launch plan and a pre-launch content calendar

Episode Production

- Direct each episode from planning to publishing, including topic research and run-of-show outlines
- Research, invite, and schedule guests; prepare briefing notes and interview questions
- Direct recording sessions, guiding hosts on pacing, flow, and audio quality
- Oversee post-production, including editing, show notes, episode titles, and descriptions
- Publish episodes on a consistent schedule and repurpose clips for social media
- Track downloads and listener analytics to improve content and grow the audience

EDUCATION

Bachelor of Science in Hotel and Restaurant Management **2012–2016**

Joji Ilagan International School