NORHAILA HAMDAG

EXECUTIVE VIRTUAL ASSISTANT

Highly organized and proactive Executive Virtual Assistant with 4+ years of experience in administrative support, data management, and executive coordination. Skilled in calendar/email management, task prioritization, research, reporting, project management and workflow optimization. Known for professionalism, confidentiality, and proactive support that enables leaders to focus on strategic priorities.

CORE COMPETENCIES / SKILLS

Executive Skills:

- Executive Support & Coordination
- Calendar & Email Management
- Task Prioritization & Workflow Optimization
- Confidentiality & Professional Ethics

Technical / Tools:

- Google Workspace | Microsoft Office Suite
- Trello | Asana | ClickUp
- Slack | Zoom | Microsoft Teams
- Canva | Notion | CRM Basics

PROFESSIONAL EXPERIENCE

Administrative Assistant | *Department of Agrarian Reform* **June 2019– Feb 2024**

- Managed executive calendars, coordinated meetings, and prepared supporting documentation.
- Produced reports and internal communications that improved clarity and decision-making.
- Organized and maintained filing systems with strict attention to accuracy and confidentiality.
- Entered, cleaned, and updated data with a high level of precision to support daily operations.
- Streamlined data workflows and generated automated reports to improve team efficiency.
- Upheld professional standards and protected sensitive information at all times.

Executive Virtual Assistant Intern | *Pro VA* **July – December 2025**

- Oversaw executive priorities including calendar management, inbox organization, report creation, and research support.
- Improved operational workflows using Trello, ClickUp, and Google Workspace to enhance team productivity.
- Anticipated needs, identified issues early, and provided proactive, solutions-focused support.

KEY ACHIEVEMENTS

- Coordinated multiple executive schedules flawlessly
- Streamlined workflows to improve team efficiency
- Built strong professional relationships
- Delivered high-quality outputs with confidentiality

HIGHEST EDUCATIONAL ATTAINMENT

Master's Degree **Aug 2019- March 2022**

- Master of Arts in Education Major in Educational Management
- Iligan Medical Center College, Inc.

CERTIFICATION

Certified:

- Licensed Professional Teacher
- Certified ProVA General Virtual Assistant Training Completer
- Certified ProVA Executive Virtual Assistant Training & Internship Completer
- Certified ProVA Go Hihg Level In-depth Training Completer

LANGUAGE

- English
- Filipino