

Anna Marie Patubo

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PROFESSIONAL SUMMARY

Executive Assistant and Administrative Professional with 4+ years of experience supporting executives, coordinating recruitment, payroll, and office operations in fast-paced organizations. Managed executive schedules, administrative priorities, and confidential HR records for more than 1,000 employees while coordinating recruitment across multiple departments. Coordinated executive calendars, project timelines, meeting schedules, and document workflows using Google Workspace, Microsoft Office, Asana, Calendly, and ChatGPT. Available to support clients across US EST/PST, UK GMT, and AU AEST time zones with a dedicated home office and reliable remote work setup.

KEY SKILLS

Calendar Management(Google Calendar,Calendly) | Email Management | Executive Support | Project Coordination(Asana) | Google Workspace | Microsoft Office | Document Management | ChatGPT | Canva Communication Skills | Time Management | Problem Solving | Attention to Detail

PROFESSIONAL EXPERIENCE

Human Resource Specialist

Arkcons A.P.O Philippines Corporation January 5, 2026, Present

- Coordinated end-to-end recruitment, from job posting to onboarding, supporting the hiring process for multiple open positions.
- Scheduled interviews and collaborated with hiring managers to maintain an efficient recruitment timeline.
- Prepared employment contracts, onboarding documents, and confidential HR records while ensuring document accuracy and compliance.
- Supported HR operations and maintained accurate records for 1,000+ employees while coordinating executive administrative tasks.
- Provided administrative support to executives and department heads by coordinating schedules orientation, preparing audit compliance documents, and managing business correspondence.
- Assisted with 15-20 applicants per day onboarding activities, ensuring new hires completed employment requirements before their start date.

Human Resource Generalist

18 Degrees Air Cooling Solutions Inc. | April 20, 2024- December 29, 2025 (1 Year -9 months)

- Managed full-cycle recruitment across 4 departments, ensuring timely hiring from sourcing to onboarding.
- Processed payroll for approximately 50 employees, maintaining accurate salary computation and timely submission through the AUB Online disbursement bi-monthly.
- Administered mandatory government contributions and HR compliance, ensuring accurate and on-time processing of SSS, PhilHealth, Pag-IBIG, and related statutory requirements monthly every first week of the month.
- Managed employee relations by facilitating 5-10 disciplinary cases, maintaining confidential documentation, and supporting compliance with company policies.
- Coordinated employee training, succession planning, and engagement initiatives, improving workforce development across multiple departments.
- Served as the company's Safety Officer, promoting workplace safety compliance and supporting organizational development initiatives.

Admin Staff

Joyo Marketing Inc. | March 15, 2022 – March 01, 2023 (11 Months -14 Days)

- Processed payroll and government contributions 25 employees
- Prepared weekly and monthly management reports.
- Managed office supplies inventory and purchasing for 3 branches
- Coordinated permits and regulatory documentation 5-10 permits renewal monthly, quarterly & annually
- Supported daily administrative operations for 3 branches
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Marketing Assistant of RCD4 (VISMIN)

Roadmax Marketing | August 2, 2021-March 15, 2022 (6 Months -12 Days)

- Prepared management reports monthly sales of multiple branches
- Managed attendance and leave records of 50+ employee
- Processed incentives and commissions 30+ skilled worker monthly
- Maintained organized requesting office supplies at vistro systems
- Supported regional administrative operations across VisMin

TECH PROFICIENCY

Productivity & Admin: Google Workspace, Calendly

Communication: Zoom, Google Meet,

AI & Automation: ChatGPT, Grammarly, Gemini

Design & Content: , Canva, CapCut, (basic)

Project Management: Asana

EDUCATION

Bachelor of Science in Business Administration Marketing Management

University of Mindanao | Davao City, Philippines | June 2017- May 2021

CERTIFICATIONS

- Training III Virtual Assistant (TESDA/Aboitiz/Ring Circle BPO) 2026
- Supervisory Training (18 Degrees Air Cooling Solutions Inc/ Atty. Pedro A. Quitain III) 2025

REMOTE WORK READINESS

Internet: Primary: GLOBE HOME FIBER Fiber 100 Mbps | Backup: GOMO 5G Pocket Wifi

Power Backup: UPS 1100VA (3-hour backup)

Equipment: HP Elitebook 850 G5 intel core i5 8gb RAM 256 SSD | Dual monitors | Noise-cancelling headset | HD webcam]

Workspace: Dedicated home office | Quiet environment | Professional video-call background

Availability: Full-time |Part-Time Flexible across US (EST/PST), UK (GMT), AU (AEST) time zones

LANGUAGES

English: B2 Intermediate

Filipino: [Native / Fluent]