

JULIA MACATANGAY

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SUMMARY

Executive Assistant with 4+ years of experience supporting C-level executives and cross-functional teams in fast-paced, remote environments. Experienced in executive scheduling, correspondence, project coordination, vendor and legal support, payroll-related processes, recruitment coordination, and confidential records management. Provides day-to-day support that keeps priorities organized, deliverables on track, and communication moving across executives, legal counsel, vendors, clients, and external partners, combining administrative, operational, and creative experience to support business needs

CORE COMPETENCIES

- Executive & Administrative Support
- Calendar & Schedule Management
- Email & Correspondence Management
- Project & Deadline Coordination
- Meeting & Travel Coordination
- Vendor & Invoice Management
- Contract & Document Management
- Legal & Administrative Support
- Recruitment & Interview Coordination
- Records & Database Management
- Research & Information Management
- Confidential Information Handling

PROFESSIONAL EXPERIENCE

Tech Warehouse Inc. | Rondesse Inc., Executive Assistant

September 2022 – Present

- Provide day-to-day administrative and operational support to C-level executives and cross-functional teams across multiple business functions and entities.
- Manage complex executive calendars, schedule meetings, coordinate availability, and resolve scheduling conflicts across changing priorities and time zones.
- Monitor competing priorities, deadlines, and follow-ups across executives and teams, adjusting schedules and coordinating next steps as priorities change.
- Manage executive and business correspondence, including coordination with executives, legal counsel, vendors, clients, and external partners.
- Coordinate meetings and business appointments, including agendas, materials, logistics, transportation, accommodations, and reservations when required.
- Coordinate executive-led projects by tracking deadlines, milestones, deliverables, and follow-ups across teams, helping keep priorities moving and outstanding items visible.
- Research vendors, services, and business requirements; gather proposals, pricing, and relevant information, assess available options, and present findings to management for decision-making.

- Coordinate with vendors and partners regarding invoices, expenses, payments, and other administrative requirements.
- Support payroll and salary-related processes by validating attendance records, coordinating required information, and assisting with timely payments.
- Maintain accurate CRM, client, vendor, legal, and internal records, ensuring information and engagement history remain organized, current, and accessible.
- Draft, edit, organize, and review contracts, agreements, reports, and other business documents, supporting 50+ agreements involving outside counsel, employees, vendors, and business partners.
- Handle confidential company, employee, financial, legal, and executive information with discretion.
- Support recruitment by pre-screening and qualifying 70+ candidates against role requirements, coordinating interview schedules, maintaining candidate records, and communicating with applicants and internal teams throughout the process.
- Assist with business filings, registrations, compliance-related research, and other administrative requirements as assigned.
- Act as a liaison between executives, vendors, legal counsel, clients, and external partners.

Real Estate Salesperson, Assistant

September 2020 - September 2022

- Managed email correspondence and routine client communications.
- Coordinated schedules, appointments, and follow-ups to support daily client activities.
- Organized and categorized prospective clients based on level of interest to help prioritize follow-ups.
- Maintained and updated client records and databases.
- Assisted with general administrative tasks and day-to-day coordination.

Freelance Graphic Designer | Project-Based

June 2012 – December 2024

- Provided video editing services for a humanitarian organization's event.
- Collaborated with a financial institution to design brochures.
- Designed logos for local businesses.
- Designed custom invitations for events and occasions.
- Produced layout designs for diverse products.

TOOLS & SOFTWARE

- Business Operations: Zoho CRM, Zoho Projects, Zoho WorkDrive, Microsoft SharePoint, Google Drive, Asana
- Office Productivity: Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Creative Tools: Adobe Photoshop, After Effects, Premiere Pro, Canva
- Communication & Collaboration: Slack, Zoom, Google Meet, RingCentral, Zoiper, Signal, Zoho Cliq, Microsoft Teams
- Compliance & Research: IRB Search Tools, UniCourt, LexisNexis, Rocket Lawyer

EDUCATION

University of Santo Tomas

Bachelor of Fine Arts, Major in Advertising Arts