

# Meenachi F. Zubieto

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## PROFESSIONAL SUMMARY

Executive Virtual Assistant specializing in Google Apps Script automation, providing high-level support to business and corporate clients. Managed calendars, emails, and data efficiently for multiple executives, maintaining Inbox Zero while streamlining workflows. Proficient in Google Workspace, Notion, and ChatGPT, using these tools to automate tasks, improve processes, and deliver seamless executive support.

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## KEY SKILLS

Executive Calendar Management | Email Triage and Inbox Organization | Travel Coordination | Google Workspace and Microsoft 365 Administration | Slack and Notion Workflow Management | Canva Documentation and Presentation Support | AI-Assisted Productivity and Automation (ChatGPT, basic workflow automation) | Data Entry and Processing | Meeting Coordination and Minutes Documentation | Cross-Timezone Scheduling and Communication Support

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## PROFESSIONAL EXPERIENCE

### Executive Assistant

#### Kay's Studio | November 2025 – February 2026

- Executed supervisor-assigned tasks to optimize studio operations, improving documentation workflows for client and project files.
- Implemented a digital document management system, reducing search time by 20% and enhancing organization of photos, contracts, and invoices.
- Prepared and processed studio paperwork efficiently to support smooth operations.
- Ensured timely delivery of critical documents while maintaining confidentiality, demonstrating reliability and professional virtual support for a busy photography studio.

### Administrative Virtual Support Staff

#### Southern Luzon State University – Sports Development Program | June 2025 – October 2025

- Coordinated and documented university events, increasing student engagement by 30% through effective use of strategic virtual planning efforts.
- Utilized digital platforms to streamline communication among departments, enhancing record accuracy and accessibility.
- Maintained and managed supply inventory and filing systems digitally, reducing retrieval time by 25% and demonstrating adeptness at remote inventory management.
- Organized meetings and workshops, efficiently managing logistical aspects including virtual attendance tracking and online coordination.

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## TECH PROFICIENCY

**Productivity & Admin:** Google Workspace (Docs, Sheets, Slides, Drive, Calendar), Microsoft 365, Notion

**Communication and Meeting Coordination:** Slack, Zoom, Google Meet, Discord, Loom, Calendly

**AI & Automation:** ChatGPT workflow support, Claude, Google Apps Script, Grammarly

**Design & Content:** Canva, CapCut

**Project and Task Management:** Asana, Trello, Notion

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## EDUCATION

**Bachelor of Science in Business Administration – Major in Human Resource Management**

Southern Luzon State University | Lucban, Quezon Philippines | 2025

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## CERTIFICATIONS

Certified Human Resource Associate (CHRA) - Human Resource Educators Association of the Philippines | December 2024 - Permanent

Civil Service Eligibility (Professional Level) - Civil Service Commission | August 2024 - Permanent

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## REMOTE WORK READINESS

**Internet:** Primary: Globe Fiber 50 Mbps | Backup: Smart 5G mobile hotspot & GOMO 5G mobile hotspot

**Equipment:** Acer Aspire 3 Laptop | Dual monitors | Noise-cancelling headset | HD webcam

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

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

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## LANGUAGES

**English:** Proficient

**Filipino:** Native / Fluent