



RODEL RABADON

General Virtual Assistant



+639458023878



rodelrabadon22@gmail.com



<https://facebook.com/rabskiechuyni>

PROFILE

I am a trustworthy individual that works hard. I am very good at keeping track of time and am constantly eager to learn new skills. I am well-known for my friendliness, helpfulness, and manners. Because of my good time management abilities, I am capable of working independently.



WORK EXPERIENCE

Royale Gazelle Distributions Clusters &

2023 – 2026

Malachi Poultry Farm (On-site)

Operations & Administrative Lead

- Spearheaded all administrative workflows to ensure seamless distribution and warehouse logistics.
- Managed accounts receivable, ensuring timely collections and accurate financial tracking.
- Oversaw inventory requests and supervised farm personnel to maintain daily operational efficiency.
- Streamlined data management systems to improve reporting accuracy for the business owner.

Smart Ecosystem Philippines (Remote)

2021 – 2022

Project Specialist / Operation Specialist

- Monitored daily operations and analyzed performance metrics to provide actionable recommendations.
- Inducted and trained new taskers on Standard Operating Procedures (SOPs) to ensure high-quality output.
- Guaranteed 100% compliance with SLA deadlines while maintaining rigorous quality standards.
- Conducted root-cause analysis for quality issues and collaborated with product teams on system improvements.

EDUCATION

Computer Technology

Xavier University

2010 – 2016

LANGUAGE

- English
- Tagalog

TRAINING

- Basic Adobe Photoshop
- Basic Adobe Video Editing
- E-Commerce
- Google IT Support



WORK EXPERIENCE

Remotasks (Remote)

2019 – 2021

Quality Assurance / Trainer

- Optimized team productivity to ensure weekly targets were consistently met or exceeded.
- Developed and delivered high-quality feedback loops to assist taskers in performance growth.
- Executed post-process audits and detailed error reports to maintain data integrity.
- Proactively identified and reported platform misuse (spammers) to protect project health.

Philippines Port Authority (On-site)

2015 – 2019

Data Encoder / Assesor / Harbor Apprentice

- Computed and encoded complex port charges, including wharfage, storage, and stevedoring fees.
- Performed clerical and administrative functions to support the Harbor Operations Section.
- Managed gate collection encoding and generated daily financial reports for shift turnovers.

Jollibee Foods Corporation (On-site)

2011 – 2011

Inventory Control Specialist

- Monitored daily stock levels of raw ingredients and packaging to ensure zero downtime during high-volume peak hours.
- Performed regular inspections of received goods to ensure they met strict company quality standards and safety protocols.
- Managed the organized unloading and systematic storage of supplies using the FIFO (First-In, First-Out) method to minimize wastage.
- Maintained accurate logs of stock deliveries and inventory movement to assist management with precise month-end reporting.