

ANALYN C. JIMENEZ

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Detail-oriented Administrative and Virtual Support professional with experience in executive support, inbox management, calendar coordination, administrative operations, and digital record management. Proficient in Microsoft 365, Google Workspace, Canva, Notion, Calendly, and cloud-based collaboration tools. Supported business operations through scheduling, task tracking, documentation, stakeholder communication, event coordination, and workflow organization. Contributed to a 20% revenue increase for a national professional summit through operational support and project coordination. Known for maintaining organized systems, accurate records, proactive communication, and efficient multitasking in both remote and office-based environments.

KEY SKILLS

Executive Calendar Management | Email Management | Travel Coordination | Document & File Management | Google Workspace | Microsoft Office (Excel, PowerPoint, Word) | Canva | Thinkific & Udemy LMS | Presentation Design | Workflow Organization | Scheduling | Data Entry & Record-Keeping

PROFESSIONAL EXPERIENCE

Part-Time Course Admin & Course Instructor Bedrock Business Builders | January 2026 - May 2026

- Standardized and uploaded 50+ digital course materials across Thinkific and Udemy, ensuring 100% accuracy and consistent formatting for student access.
- Recorded and delivered 10+ instructional video lessons on profile optimization, professional branding, and business growth strategies for freelancers and business owners.
- Provided virtual assistance support including file management, content coordination, documentation, and scheduling, reducing administrative backlog by approximately 30%.

Private School Teacher Glendale School Inc. | March 2025 - March 2026

- Managed classroom activities for 30+ students, maintaining detailed student records and grades with 100% accuracy throughout the school year.
- Created 50+ engaging presentations and instructional materials using Microsoft Office and Google Workspace to support curriculum objectives.
- Coordinated lesson plans, schedules, and class materials across multiple subjects, demonstrating strong organizational and multitasking abilities.

Administrative Staff Philippine Association of the Professional Regulatory Board Members, Inc. | Jan - Dec 2024

- Managed executive calendars for multiple board members, scheduling meetings and coordinating travel arrangements with zero scheduling conflicts over 12 months.
- Designed and created event materials including presentations and collaterals for the 13th Philippine Professional Summit, contributing to a 20% increase in event revenue.
- Coordinated logistics and communication for a national summit with 500+ attendees, ensuring smooth event execution from planning to completion.

Homebased Freelancer (Graphic Designer & Video Editor) Self-Employed | March 2021 - October 2024

- Designed 100+ visually impactful graphics for private companies, including event materials, infographics, basic video edits and PowerPoint presentations over a 3.5-year period.
 - Collaborated directly with 70+ clients to ensure designs met brand guidelines and communication objectives, resulting in repeat engagements from 50% of clients.
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EDUCATION

Bachelor of Business Technology and Livelihood Education, Major in Home Economics

Polytechnic University of the Philippines

Graduated October 2024 Summa Cum Laude, GWA: 1.14853