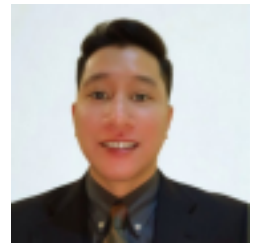


Glenn Adrian Paypon

Executive Assistant



Profile Summary:

Results-driven and highly organized Virtual Assistant with over 7 years of experience in executive and administrative support, recruitment, social media management, and accounting support. Proven track record in supporting C-level executives, managing administrative operations, and coordinating team functions across diverse industries such as interior design, real estate, and e-commerce. Adept in using a wide range of tools including Google Workspace, Canva, Quickbooks, Trello, Gusto, Freshteam, and Asana to streamline workflows and ensure operational efficiency.

Skills:

- Social Media Management
- Calendar Management
- HR Recruitment
- Employee Engagement
- Inbox Management
- Lead generation/Prospecting
- Invoicing and payroll
- Website Management

Work Experience:

Position: Executive Assistant to CEO

Company Scale: Start-up | Consultancy and Technology

Duration: January 2026 - May 2026

Timezone: US Eastern Time

Responsibilities:

1. Social Media Management

- Content Creation: Designing and creating new social media materials.
- Copywriting: Drafting text and researching relevant hashtags for various platforms.
- Scheduling & Posting: Planning social media posts and executing approved materials on LinkedIn and Facebook.

- Review: Quality checking social media posts before they go live.
- Engagement: Monitoring and managing platform-specific tasks like LinkedIn site verification.

2. Content & Blog Management

- Blog Writing & Review: Reviewing new blog posts (often sourced from Fiverr) and checking Airtable for updates.
- WordPress Management: Drafting, editing, and releasing blog posts directly on WordPress.
- Video Content: Managing "App Masters New Academy" YouTube videos.

3. Project Coordination & Operations

- Investor Outreach: Conducting follow-ups for TotalHER investor outreach.
- Technical Tasks: Managing domain transfers, contacting service providers (Tailor Brands, GoDaddy, Fiverr), and handling code transfers.

4. Administrative

- Email Management: Regularly checking and responding to specific business-related emails
- Vendor Communication: Liaising with support teams and freelancers to ensure project continuity.
- Meeting Scheduling & Coordination: Managing invitations and scheduling calls, such as sync-ups and external partner meetings.
- Deadline Tracking: Ensuring key milestones, like blog post releases and final meeting preparations, are accurately reflected and tracked on your schedule.

Tools Used:

- Canva
- Google Workspace
- Google Admin Console
- Chat GPT
- Gemini
- Podpitch
- LinkedIn Sales Navigator
- Facebook, Instagram, Youtube, X (formerly Twitter), Tiktok
- GoDaddy, Tailor Brands, WordPress
- ClickUp

Position: Office Manager (Part-time)

Company Scale: Small Scale | AI Recruitment

Duration: June 2025 - November 2025

Timezone: Central European Summer Time

Responsibilities:

1. Finance & Accounting Support

- Maintained and updated 13-Week Cash Flow Forecasts across multiple accounts (including French

- accounts).
- Prepared, issued, and reconciled client invoices
- Monitored vendor payments, aging summaries, and outstanding balances.
- Processed contractor payments, wire transfers, commissions, and recurring subscription payments.
- Reconciled bank statements across multiple banks (Chase, Wells Fargo, WAB, Flagstar, etc.).
- Assisted with QBO (QuickBooks Online) issues, uploaded required documents, and coordinated with QBO support on hold cases.
- Managed OnTop payments, payment issues, and contractor setups.
- Prepared reports such as AP/AR aging summaries.

2. Payroll, Compliance & Tax Coordination

- Contacted multiple tax departments across states for payroll taxes, unemployment insurance, withholding tax, and business account closures.
- Processed Pittsburgh payroll expense tax, PA UC employer contribution, NY State withholding, CA Secretary of State, etc.
- Managed compliance documents, Perfection Certificates, W9s, corporate liability insurance, and SAP banking details.

3. Admin, Executive Support & Personal Assistance

- Assisted with booking flights, online check-ins, mail forwarding, and family travel planning
- Set up fax accounts, transmitted faxes, contacted government agencies on behalf of the team.
- Supported Shopify operations: refunds, access setup, and order management.

4. Content Creation & Newsletter Publishing

- Researched AI and recruitment-related articles.
- Paraphrased, edited, and published weekly newsletter content.
- Searched for AI images and coordinated article approvals.

Tools Used:

- **QuickBooks Online (QBO)**
- **Ariba (procurement & invoicing)**
- **iPEP Portal**
- **Stripe**
- **OnTop (contractor payments, support)**
- **Plane (contractor payments & requests)**
- **Payoneer (payment issues, vendor setup)**
- **DocuSign**
- **Google Workspace (Docs, Sheets, Gmail)**
- **LinkedIn**
- **Fax platforms (MyFax, Madison fax transmission)**
- **Notion**
- **Shopify (refunds, orders, access setup)**

Position: Senior Administrative Assistant

Company Scale: Medium | Furniture E-commerce (Kathy Kuo Home)

Duration: October 2021 - January 2026

Timezone: US Eastern Time

Responsibilities:

- primarily did recruitment tasks from screening of resumes, conducting initial interviews, to onboarding
- assisted in scheduling work-related activities of the CEO/owner
- in-charge of administrative tasks such as coordinating with managers and their subordinates regarding their performance reviews and in the approval of their paid time-offs and sending gifts to our employees
- updated all employee related trackers and their profiles using our company's tools
- assisted in the organization of special events of the team.

Tools Used:

- **Freshworks**
- **Asana**
- **Google Workspace**
- **Canva**
- **Google Admin Console**
- **Chat GPT**
- **GHL**

Position: Social Media Manager | Administrative Support

Company Scale: Enterprise | Real Estate (eXp Realty - Kim & Robb Campbell)

Duration: July 2018 - October 2021

Timezone: US Eastern Time

Responsibilities:

- Handled all social media accounts (LinkedIn, Instagram, and Facebook) of a real estate magnate in the US
- where tasks include but are not limited to direct messaging, posting and lead generation and prospecting
- Edited images for the team of real estate agents
- Provided assistance to real estate applicants of the brokerage
- Did calendar management for business meetings

- Did Email Management
- Provided general support for both onboarded and tenured real estate professionals and brokers of a team of realtors

Tools Used:

- **LinkedIn Sales Navigator**
- **Trello**
- **Canva**
- **Tools**
- **Skyslope**
- **Calendly**
- **Google Workspace**
- **Ring Central**
- **Slack**

Education:

University of St. La Salle
BSed in Mathematics
2008

University of the Philippines
MS in Environmental Science
Unfinished