

ANGELO FUNELAS

Executive Virtual Assistant • Operations & Workflow Specialist
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PROFESSIONAL SUMMARY

Results-driven Executive Virtual Assistant with 3+ years of operations leadership experience. Proven ability to manage complex schedules, synthesize data into executive-ready reports, and streamline workflows that save time and reduce errors. Former Senior Operations Supervisor with a track record of 100% data integrity and zero missed deadlines. Equipped with a high-speed redundant remote setup and available across US/UK/AU time zones — ready to make your executive's day run smoother from day one.

CORE COMPETENCIES

Calendar & Schedule Optimization	Inbox Management & Triage	Meeting Coordination & Agenda Prep
Data Synthesis & Reporting	Project & Task Tracking	Executive Communication
Workflow Streamlining	Gatekeeping & Prioritization	Appointment Setting

RELEVANT EXPERIENCE

Senior Operations Supervisor

NxtLvl Farms Inc. — Taguig Branch | 2021 – 2024

Managed end-to-end branch operations, acting as the primary point of coordination between ground teams and senior management — translating complex data into clear executive-ready updates.

- Owned executive scheduling and daily logistical workflows for the branch, ensuring 100% adherence to project timelines across all departments.
- Synthesized and delivered daily operational metrics and performance reports directly to management — maintaining 100% data accuracy across all records.
- Built and managed structured digital workflows using Trello, reducing operational bottlenecks and improving team-wide task visibility.
- Served as the primary operational gatekeeper — filtering, prioritizing, and escalating information to ensure executives focused on what mattered most.
- Coordinated cross-functional team communication, improving response times and reducing miscommunication across departments.

TECH PROFICIENCY

AI & Productivity Tools	ChatGPT, Grammarly, AI-assisted productivity tools
Google Workspace	Docs, Sheets, Slides, Drive, Gmail, Calendar
Microsoft Office	Word, Excel, PowerPoint
Project Management	Trello (hands-on), Asana, Notion (basic)
Communication	Zoom, Google Meet, Slack
CRM & VA Tools	CRM workflow systems, email management tools, task organization platforms

CERTIFICATIONS

- Google Workspace Certification — Alison (2026)
- Inbound Marketing Certification — HubSpot Academy (2026)
- Virtual Assistant Fundamentals — Coursera (2026)

REMOTE WORK SETUP

Internet & Power Primary: PLDT Fiber 300 Mbps Backup: Globe Mobile Data Hotspot Power: UPS with 2-hour battery backup	Equipment & Availability Acer Aspire 3 (Intel Core i3) laptop Noise-cancelling headset HD Webcam Available: US / UK / AU time zones
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EDUCATION

Bachelor of Science in Mechanical Engineering (Undergraduate studies, 2015–2018)

LANGUAGES

English: Professional Working Proficiency **Filipino:** Native / Fluent