

Professional Summary Experienced Property Operations and Administrative professional with 5+ years of combined experience in property operations, maintenance coordination, administrative support, and project management. Skilled in workflow management, vendor/tenant communication, document tracking, and multi-property coordination. Adaptable, detail-oriented, and capable of supporting US-based remote operations and general administrative tasks across various industries.

Core Skills

- Property Operations & Coordination
 - Administrative & General Support
 - Maintenance & Work Order Management
 - Vendor & Contractor Management
 - Tenant/Client Communication & Support
 - Scheduling & Workflow Management
 - Documentation & Reporting
 - Issue Resolution & Follow-ups
 - Data Tracking & Record Keeping
 - Recruitment Sourcing & Candidate Screening
 - Remote Workflow Coordination
 - Quick Learner for New Systems and Platforms
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Technical Skills

- Microsoft Office (Excel, Word, Outlook)
 - Google Workspace (Docs, Sheets, Drive)
 - Trello, Asana (Workflow Management)
 - Canva (Basic Design)
 - Email Management & Communication Tools (Gmail, Zoom)
 - ChatGPT (Workflow & Documentation Support)
 - AppFolio, Buildium, DoorLoop (adaptable)
 - Basic CRM and Database Tracking Systems
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Professional Experience

Freelance Recruitment Consultant (Talent Sourcing) | KCH Staffing Solutions | May 2026 – Present

- Conducted candidate sourcing, shortlisting, and profile evaluation for US-based roles.
- Built talent pipelines and coordinated with staffing consultants on requirements.

Executive Assistant – Property & Operations Support | MILNOMAR INC. | Nov 2023 – Jan 2026

- Managed multi-property operations, maintenance coordination, and work order tracking.
- Coordinated with vendors, contractors, and internal teams to complete tasks on schedule.
- Maintained documentation, operational reports, and tracked pending issues.

Project Manager | FILARMEO ARKITEKTURA | May 2022 – Dec 2022

- Oversaw project timelines, task tracking, and stakeholder communication.
- Maintained structured documentation and resolved operational issues.

Store Manager | AXOR HELMETS PHILIPPINES | Jun 2023 – Aug 2023

- Managed daily operations, inventory, supplier coordination, and scheduling.
- Maintained accurate records and ensured workflow efficiency.

Executive Secretary – Construction Operations Support | RMLIM CONSTRUCTION & DEVELOPMENT INC. | Jan 2003 – Mar 2011

- Provided administrative and operational support for construction projects.
- Coordinated contractor schedules, deliveries, and site logistics.
- Maintained project documentation and progress records.

Education

- Bachelor of Science in Nursing – ICCT College, Cainta | 2006
- Secondary Education – Greenville College, Pasig | 1992 – 1996

Remote Work Setup

- Internet: Fiber 50 Mbps
- Device: Intel Core i5 (11th Gen), 8GB RAM, Windows 11
- Workspace: Dedicated home office
- Availability: Full-time, flexible across US/UK/AU time zones
- Languages: English (Conversational), Filipino (Native)

Cover Letter – General Application

Subject: Application for Remote Administrative / Property Operations Role

Dear Hiring Team,

I am excited to submit my application for a remote administrative or property operations position. With over five years of experience in property operations, administrative support, project coordination, and vendor management, I am confident in my ability to contribute effectively to your team.

I have experience managing multi-property operations, coordinating tasks across teams, maintaining documentation, and resolving operational issues efficiently. I am remote-ready, tech-savvy, and a fast learner for new tools and platforms, including workflow management systems and property management software.

Please find my resume attached. I look forward to the opportunity to discuss how my skills and experience can support your team.

Thank you for your time and consideration.

Best regards, Caryl Camba caryl.camba5@gmail.com | +63 917 179 8845