

## Ma Elysa Cababarro

Cagayan de Oro City, Philippines  
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### PROFESSIONAL SUMMARY

Detail-oriented **Real Estate Compliance Administrative Assistant** with extensive experience in **property licensing, vendor compliance, NetVendor administration, and regulatory coordination** for **Manufactured Home Communities and Multi-Family properties** in the US. Proven expertise in managing operating licenses, coordinating inspections, resolving violations, due diligence, and ensuring 100% vendor compliance with insurance and tax documentation. Highly proficient in remote administrative operations, inbox management, reimbursements, and cross-functional coordination with on-site teams and regulatory agencies.

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### CORE COMPETENCIES

Real Estate Compliance • Property Operating Licenses • Vendor Compliance Monitoring • NetVendor Administration • Inspection Coordination • Violation Tracking • Regulatory Coordination • Reimbursements & Bill Processing • Inbox Management • Accounts Payable • Administrative Support • Document Management • Stakeholder Coordination • Remote Team Support

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### PROFESSIONAL EXPERIENCE

#### Independent Contractor – US Real Estate Property Management (Remote)

**Compliance Administrative Assistant** | Jul 2024 – Present

- Serve as **NetVendor Administrator** for multiple properties, managing onboarding/offboarding and training on-site managers on compliance procedures
- Monitor and enforce **vendor compliance** including COI, W9, insurance certificates, and tax documentation
- Process application and renewal of **property operating licenses** and business permits across multiple states
- Coordinate directly with regulatory offices and on-site teams for **inspection scheduling**
- Track and resolve **property violations**, ensuring timely correction and documentation

- Conduct due diligence on licenses for newly onboarded properties
  - Manage reimbursements, bill payments, and shared inbox communication with vendors and property managers
  - Maintain accurate compliance records and reporting for management review
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### **National Dairy Authority - Philippines**

**Administrative Assistant** | Sep 2022 - Dec 2023

- Provided administrative, procurement, finance, and documentation support aligned with government procurement policies
  - Managed accounts payable and prepared monthly and annual financial reports
  - Coordinated meetings, calendar management, correspondence, and inventory monitoring
  - Maintained organized file management systems for audit readiness
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### **Philippine Business for Social Progress (PBSP)**

**Regional Project Officer** | Sep 2021 - Sep 2022

- Coordinated stakeholders and suppliers for regional public health program implementation
  - Managed supplier billing, documentation validation, and timely payment processing
  - Prepared monthly, quarterly, and annual reports with data validation
  - Ensured compliance with program documentation and reporting standards
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### **Philippine Business for Social Progress (PBSP)**

**Project Associate** | Sep 2014 - Sep 2021

- Managed project finances including revolving funds, disbursements, and documentation for payments
- Coordinated planning and logistics for trainings, meetings, and seminars
- Assisted in recruitment, onboarding, and payroll processing of healthcare personnel

- Maintained records, correspondence, scheduling, and partner coordination
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## **EDUCATION**

**Master in Government Management** – Cagayan de Oro College PHINMA, 2020

**BS Business Administration** – Xavier University Ateneo de Cagayan, 2011

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## **TOOLS & SYSTEMS**

NetVendor • Microsoft Office • Google Workspace • Email & Calendar Management • Document Management Systems • Accounting & Reimbursement Tracking • Compliance Tracking Systems • Rent Manager • Yardi