

# JEFFREY TIMBAS

Freight Virtual Assistant | Administrative Professional

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San Miguel, San Pablo, Laguna, Philippines • Full-time / Remote

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## PROFESSIONAL SUMMARY

Detail-oriented and motivated professional with over 10 years of administrative and logistics experience. Currently working as a Freight Virtual Assistant at Shram Logistics and a part-time Game Tester at PlaytestCloud. Trained in freight brokerage, TMS platforms, load boards, and track and trace. Strong in communication, multitasking, data entry, and resolving time-sensitive issues with accuracy and professionalism.

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## CORE COMPETENCIES

- Load Tracking & Scheduling
- TMS Navigation & Data Entry
- Cold Calling & Lead Outreach
- Customer Support & Conflict Resolution
- Quoting & Rate Negotiation
- Load Boards Research & Posting
- Dispatch Scheduling
- Problem-Solving & Multitasking
- Carrier & Shipper Communication
- Freight Class Calculation
- Email & Inbox Management
- Broker-Carrier Agreements

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## TOOLS & TECHNICAL SKILLS

- Software & Platforms:** TMS Platforms, Load Boards, Freight Class Calculator, Google Workspace, MS Office, PlanGrid
- Industry Terms:** LTL, FTL, Intermodal, Drayage, HOS, BOL, Rate Sheets

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## WORK EXPERIENCE

- Game Tester – Part-time** May 9, 2026 – Present  
*PlaytestCloud (Remote)*
- Play pre-release mobile and PC games still in development across various genres
  - Record screen and voice reactions in real time while completing assigned in-game tasks
  - Identify and report bugs, glitches, and usability issues with clear and detailed descriptions
  - Evaluate gameplay mechanics, difficulty level, user interface, and overall player experience
  - Complete post-session surveys and provide structured written and voice feedback to game developers
  - Contribute actionable insights that help development teams improve game quality before public launch
- Freight Virtual Assistant** Mar 2026 – Present  
*Shram Logistics (Remote)*
- Perform accurate data entry and maintenance of shipment records in TMS platforms
  - Conduct cold calling to carriers and shippers to source available loads and build relationships
  - Handle scheduling and coordination for dispatch operations to ensure on-time load coverage
  - Prepare and process freight quotations based on lane requirements and market rates
  - Manage email correspondence including load confirmations, rate negotiations, and follow-ups
- Office Admin** Feb 2017 – 2025  
*TFC Corporation, Northern Marianas, USA*
- Shipment and delivery coordination (formerly Subcontractor Liaison)
  - Managed carrier and vendor communication for logistics operations
  - Handled exception handling and problem-solving including managing site delays
  - Maintained logistics documentation including permits and contract filing
  - Performed data entry, reporting, and material tracking

## Office Clerk

2014 – Feb 2017

*TFC Corporation, Northern Marianas, USA*

- Facilitated high-pressure communication across departments and external stakeholders
- Utilized PlanGrid software for project tracking and reporting
- Carried out data entry, material tracking, and reporting tasks
- Coordinated communication with subcontractors and vendors

## College Teacher

Jan 2011 – Aug 2014

*Bethany Bible College*

- Capacity planning and scheduling (formerly lesson planning)
- Quality control and auditing (formerly grading and assessment)
- Data management and reporting (formerly record keeping)
- Stakeholder communication with students, parents, and staff
- Onboarding and training of new students (formerly classroom management)

## RELEVANT TRAINING

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### Freight Courses 101 – 3-Day Freight VA Challenge

*Instructor: Roselyn Santiago*

- Fundamentals of freight brokerage, dispatching, quoting, and rate negotiations
- Hands-on practice with TMS platforms, load boards, and freight class calculators
- Carrier lane specialization, broker-carrier agreements, and track and trace

### Additional Freight & Logistics Training (Training #2)

- Freight brokerage, dispatching, quoting, and rate negotiations
- TMS platforms, load boards, and freight class calculators
- Carrier lane specialization, broker-carrier agreements, and track and trace

## EDUCATION

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### Bachelor of Science in Psychology

*Pamantasan ng Lungsod ng San Pablo*

### Associate in Ministry Theology

*Bethany College Makati*

## CHARACTER REFERENCES

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#### Teresita Fernandez

*Vice President, TFC Corporation*

+1 670 788 1025 | TeresitaF09@gmail.com

#### Roselyn Santiago

*Coach, Freight Courses 101*

Roselyntobiashachi@gmail.com | +639061235035

#### Noel Nato

*Dean, Bethany College Makati*

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#### Boris Vardayan

*CEO, Shram Logistics*

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*I hereby certify that the above information is true and correct to the best of my knowledge and belief.*



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**Jeffrey Timbas**

Signature over Printed Name