



ROSELANIE LOISSE E. ORTEA

Executive Assistant | Project Coordinator | Virtual Assistant
Cavite, Philippines WhatsApp/Viber: +63 917 113 4683

Email: laniearceo3@gmail.com

LinkedIn: www.linkedin.com/in/lanie-orotea

Canva Portfolio: <https://canva.link/portfoliolanieorotea>



PROFESSIONAL SUMMARY

Experienced Executive Assistant, Project Coordinator, and Operations Support professional with 10+ years of experience in executive support, project coordination, training supervision, HR administration, sales operations, and client management across corporate, hospitality, and consulting industries.

CORE SKILLS

- Executive & Administrative Support
- Calendar & Email Management
- Project Coordination & Task Tracking
- Virtual Assistance & Remote Operations Support
- HR & Recruitment Administration
- Meeting & Event Coordination
- Workflow & SOP Documentation
- Client Communication & Relationship Management
- Data Entry & Reporting
- Social Media Content Calendar Planning
- Canva Design & Presentation Creation
- Training Coordination & Documentation

TOOLS & PLATFORMS

Google Workspace | Microsoft Office | Asana | Monday.com | Trello | Calendly | Canva | Zoom | HubSpot | Timely | BuiltIn | Looker Studio | OPERA | Fidelio

PROFESSIONAL EXPERIENCE

Michaels & Grant - Training Supervisor | Jan 2025 – April 2026

- Supervise training operations, modules, and learning materials for internal teams
- Review, edit, and improve training documentation and presentations

- Coordinate schedules, reporting, and workflows using Google Workspace and digital tools
 - Support leadership with process improvements and training execution
-

Executive Assistant / Project Manager / HR Administrator

Michaels & Grant Business Consulting | Feb 2021 – Jan 2025

- Managed executive calendars, scheduling, inbox coordination, and daily priorities
 - Coordinated projects, timelines, tasks, and internal communications
 - Assisted HR functions including recruitment, onboarding, and employee documentation
 - Created reports, presentations, SOPs, and workflow systems
 - Supported cross-functional teams in remote and hybrid environments
 - Maintained confidential records and business documentation
-

Alveo Land - Digital Sales Specialist | Nov 2019 – Nov 2021

- Managed digital client inquiries, lead follow-ups, and sales coordination
- Delivered presentations and supported client onboarding process
- Assisted in digital marketing and CRM-related tasks

Abagatan ti Manila Hotel - Sales and Events Manager | Apr 2018 – Aug 2019

Waterfront Hotels & Casinos - Sales Manager | Apr 2017 – Feb 2018

VIA Philippines - Account Executive for Corporate Sales | May 2016 – Apr 2017

Escala Tagaytay Hotel - Account Executive | Nov 2015 – May 2016

Taal Vista Hotel - Sales Coordinator | Sep 2012 – Sep 2015

CERTIFICATIONS

University of the Philippines

- Scriptwriting in Educational Video Materials
- Business Analytics Concepts and Frameworks
- Learner Support in Open Distance eLearning
- AI Essentials: Theory and Practice

University of Minnesota

- Preparation to Manage Human Resources
- Recruitment, Hiring, and Onboarding
- Managing Employee Performance

University of Colorado Boulder

- Project Management Fundamentals
- Agile Project Management
- Planning and Execution

University of Illinois Urbana-Champaign

- Instructional Design Foundations and Applications

TESDA

- Workplace Communication
 - Business Communication Skills
-

EDUCATION Bachelor of Science in Tourism Management
De La Salle University | 2009 – 2012

AWARDS

- President's Award for Leadership – Michaels & Grant Business Consulting (2024)
 - Certificatum Excellentiae – Michaels & Grant Business Consulting (2025)
 - Employee of the Month – Taal Vista Hotel (2014)
-

CAREER FOCUS

Seeking remote opportunities in:

- Executive Assistance
- Project Coordination
- Operations Support
- Virtual Assistance