

FRITZ JESS TRACY MEDALLA

FINANCIAL OPERATIONS VIRTUAL ASSISTANT

CONTACT

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✉ fritzmedalla23@gmail.com

EDUCATION

Bachelor of Science in Commerce
Major in Marketing Management

University of St. La Salle - Bacolod |
2002-2007

CORE COMPETENCIES

- Financial Documentation & Transaction Processing
 - Loan & Mortgage Administration
 - Expense Tracking & Reporting
 - Risk Monitoring & Compliance Support
 - Executive Email & Calendar Management
 - Workflow Systems (Asana Certified)
 - Digital File & Records Management
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CERTIFICATIONS

- Meta Certified Digital Marketing Associate (2025)
- Asana Workflow Specialist (2025)

PROFESSIONAL SUMMARY

Financial operations professional with 10+ years of experience in banking and regulated financial environments, now providing remote administrative and executive support. Skilled in transaction processing, loan documentation, workflow management, and confidential data handling. Combines structured financial discipline with proactive virtual assistant support for growth-focused teams.

PROFESSIONAL EXPERIENCE

HAPPY DRAGON EARLY INTERVENTION SERVICES | 2023-2025

Virtual Assistant

- Managed executive email and administrative workflows in a remote environment.
- Organized confidential digital records and improved document accessibility.
- Supported expense tracking and structured file systems for operational efficiency.

AUSTRALIA AND NEW ZEALAND BANK (ANZ) | 2012-2019

Senior Officer

- Processed loan drawdowns, repayments, and financial transactions within a regulated banking framework.
- Conducted transaction reviews and monitored fraud risk indicators.
- Maintained operational accuracy and compliance standards across financial portfolios.

JPMORGAN CHASE & CO. | 2010-2012

Loss Mitigation Specialist

- Assisted mortgage clients with delinquency resolution and loan modification processes.
- Evaluated financial positions and structured retention-focused solutions.