

JANE MARIE SANDOY

Virtual Assistant | Executive & Operations Support

Philippines | Available for Remote Work (Full-Time or Part-Time) |
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Portfolio: [Operations & Administrative Support Portfolio](#)

PROFESSIONAL SUMMARY

Administrative and Operations Professional with experience supporting business operations through document management, scheduling, data entry, reporting, vendor coordination, and administrative support. Skilled in maintaining organized records, preparing business correspondence, tracking projects, and managing digital workflows. Proficient in Microsoft Office, Google Workspace, and remote collaboration tools.

CORE COMPETENCIES

Operations

- 👉 Operations Coordination
- 👉 Project Tracking & Monitoring
- 👉 Scheduling & Follow-Up
- 👉 Vendor & Supplier Coordination
- 👉 Budget & Cost Monitoring
- 👉 Workflow Management

Data Management & Reporting

- 👉 Advanced Microsoft Excel
- 👉 Microsoft Word
- 👉 Data Entry & Data Verification
- 👉 Report Preparation
- 👉 Dashboard & Tracker Management

Documentation & Compliance

- 👉 Document Control
- 👉 Digital File Organization
- 👉 Audit & Compliance Support
- 👉 Technical Documentation
- 👉 Process Improvement

Administrative Support

- 👉 Email Management
- 👉 Calendar Management
- 👉 CRM Management
- 👉 Google Workspace
- 👉 Microsoft Office Suite
- 👉 Customer & Vendor Communication
- 👉 AI Tools (ChatGPT, Claude)

PROFESSIONAL EXPERIENCE

Office Engineer/Construction Administrative Support | Settlers Builder | January 2024 to June 2026

- Managed documentation, tracking systems, reporting activities, and digital records across 20+ concurrent projects, ensuring accurate information management, timely follow-ups, and organized project documentation.
- Executed operational cost control and budget monitoring; developed data-driven estimation frameworks in Excel to minimize budget variances.
- Assisted in the preparation and organization of bidding documents, technical requirements, and project submissions.
- Coordinated suppliers, deliveries, material requests, and project logistics while maintaining accurate records, tracking schedules, and resolving fulfillment issues to support on-time project execution.
- Maintained and organized digital filing systems, ensuring accurate recordkeeping, document accessibility, and efficient retrieval of project files, reports, and correspondence.
- Supported document management activities including report preparation, data entry, and record organization.
- Assisted with project tracking, follow-ups, and status reporting to support timely project delivery.
- Ensured project documentation remained organized, accessible, and updated throughout the project life cycle.
- Conducted supplier and project requirement research to support procurement decisions, vendor selection, and project planning activities