

JULIE ANN L. PILONE

Administrative Assistant | Office Administrator | Document Controller
Masinloc, Zambales, Philippines | +63 995 222 8445 | japilone17@gmail.com

PROFESSIONAL SUMMARY

Business Administration graduate with nearly 10 years of experience in administrative support, sales administration, treasury operations, HR administration, and construction virtual assistance. Skilled in document control, procurement support, project coordination, executive calendar management, and financial documentation. Known for accuracy, organization, and reliability across fast-paced, multi-priority environments.

CORE COMPETENCIES

Administrative & Document Control: Office Administration, Executive Assistance, Document Control, Records Management, Project Coordination

Financial & Procurement: Treasury Operations, Cash Handling, Purchase Orders, Vendor Coordination, Report Preparation

Client & Team Support: Customer Service, Calendar & Email Management, Cross-Department Coordination

Tools & Systems: Microsoft Office (Word, Excel, PowerPoint, Outlook), Google Workspace, Microsoft Teams, Zoom

PROFESSIONAL EXPERIENCE

Construction Virtual Assistant

Jun 2023 – Jun 2026

NG Capital Fund LLC (Remote)

- Provided administrative support for construction and real estate projects across multiple departments.
- Managed project documentation including permits, contracts, quotations, invoices, and project records.
- Coordinated with contractors, suppliers, vendors, and clients to ensure timely completion of project requirements.
- Maintained executive calendars, scheduled meetings, and managed email correspondence.
- Assisted in procurement activities including supplier sourcing, purchase orders, material tracking, and vendor communications.
- Prepared reports, spreadsheets, and project documentation for management review.
- Processed utility billing, monitored project expenses, and maintained accurate financial records.
- Organized digital filing systems ensuring efficient document retrieval and compliance.

Sales Administrator

Jun 2019 – Jun 2023

GravsOnline, Makati City

- Managed customer orders from processing through fulfillment while maintaining accurate sales documentation.
- Coordinated with warehouse, logistics, and customer service teams to ensure timely deliveries.
- Prepared sales reports, monitored order status, and maintained inventory records.
- Responded to customer inquiries and resolved order-related concerns professionally.
- Maintained organized sales files and administrative records.

Treasury Associate

Mar 2019 – Jun 2019

Northern Zambales College

- Processed daily cash collections and financial transactions.
- Prepared daily cash reports, bank reconciliations, and payment documentation.
- Verified receipts, invoices, and supporting financial records.
- Assisted with treasury operations while ensuring compliance with financial procedures.

Store Assistant / Cashier

Sep 2018 – Mar 2019

Jeff Haenen Café

- Processed customer purchases across cash, credit card, and electronic payment channels.
- Prepared daily sales reports and cash reconciliations with zero discrepancies.
- Maintained inventory levels and store presentation while delivering consistent, friendly customer service.

HR Administrative Staff

Dec 2016 – Sep 2018

Subic Shipbuilder Corporation

- Administered employee records and personnel documentation and HR correspondence.
- Supported onboarding and orientation for new hires, improving new-employee readiness.
- Prepared Notices to Explain (NTE), disciplinary documentation, and case records in compliance with company policy.
- Maintained confidential HR files and coordinated employee concerns with department supervisors.

EDUCATION

Bachelor of Science in Business Administration, Major in Management

President Ramon Magsaysay State University | 2012 – 2016

CIVIL SERVICE ELIGIBILITY

- Civil Service Professional Eligibility — August 4, 2019
- Civil Service Sub-Professional Eligibility — December 6, 2015

LANGUAGES

English (Fluent) | Filipino (Native)

ADDITIONAL INFORMATION

Nationality: Filipino | Civil Status: Single | Passport: Available
Willing to Relocate: Yes | Available for Deployment: Immediately