



JEREMY MARTIN TAPIA

Executive Assistant & Operations Professional

Contact

Mobile

(+63) 991 409 3348

Email

jmtapia0602@gmail.com

Address

Bay, Laguna, Philippines 4033

Skills

- Executive Support
- Project Management
- Calendar Management
- Inbox Management
- Data Security
- Operations Optimization
- Organizational Leadership
- Team Mentorship
- KPI Reporting
- Performance Management
- Data Refinement
- Ads Marketing
- Implementing Procedures
- Multimedia Production
- Infographics
- Training Materials
- Video Editing

Language

- Tagalog (Fluent)
- English (C1)

SUMMARY

Highly organized and discreet professional with a proven background in high-level operations management, compliance, and stakeholder support. Expert at streamlining departmental workflows, managing complex scheduling, and providing strategic administrative support that enhances executive productivity. Leverages a unique combination of financial advisory experience and technical project leadership to handle sensitive data, prepare board-level presentations, and ensure seamless communication across organizational layers. Committed to driving operational excellence and serving as a proactive partner to executive leadership.

PROFFESIONAL EXPERIENCE

CURRENT

–
2024

Talent Manager of Main QCD

CYBERTEXEX | Limassol, Cyprus

- Oversee the end-to-end performance, development, and engagement of Quality Control operators
- Direct regular feedback sessions, training initiatives, and performance evaluations to foster continuous improvement and professional growth.
- Implemented training programs, boosting employee performance by 25%
- Implement rigorous quality standards and monitor KPIs to ensure consistent policy adherence and achievement of productivity targets.
- Utilized data analytics to identify skill gaps, improving workforce readiness.

2024

–
2023

Quality Control Officer

CYBERTEXEX | Limassol, Cyprus

- Conduct comprehensive tests and assessments for automated systems to maintain data accuracy and integrity. Conducted thorough inspections, ensuring 98% compliance with standards.
- Analyze results to ensure full compliance with strict KYC and AML regulatory standards.
- Develop and maintain internal policies to minimize data errors and guarantee enterprise-level regulatory compliance.



JEREMY MARTIN TAPIA

Executive Assistant & Operations Professional

PROFFESIONAL EXPERIENCE

Contact

Mobile

(+63) 991 409 3348

Email

jmtapia0602@gmail.com

Address

Bay, Laguna, Philippines 4033

Skills

- Executive Support
- Project Management
- Calendar Management
- Inbox Management
- Data Security
- Operations Optimization
- Organizational Leadership
- Team Mentorship
- KPI Reporting
- Performance Management
- Data Refinement
- Ads Marketing
- Implementing Procedures
- Multimedia Production
- Infographics
- Training Materials

Language

- Tagalog (Fluent)
- English (C1)

2023

–

2022

E-Discovery Data Analyst

HIKINEX | California, USA

- Managed highly confidential investigative data with strict adherence to legal compliance protocols, demonstrating absolute discretion.
- Transformed complex raw data into clear, actionable executive summaries to facilitate informed decision-making by legal counsel and stakeholders.
- Facilitated large-scale document production for litigation, ensuring zero-error delivery under strict court-ordered deadlines.
- Managed multiple projects simultaneously, meeting tight deadlines consistently.

2022

–

2021

Licensed Financial Advisor

PRULIFE UK | Metro Manila, Philippines

- Orchestrated end-to-end client engagement and relationship management, providing high-touch service and executive-level financial planning.
- Managed a diverse portfolio of client accounts, delivering data-driven insights to mitigate financial risk and optimize asset allocation.
- Built strong client relationships, resulting in a 40% referral rate.

2021

–

2018

Post & Live Production Director

CCF ALABANG | Metro Manila, Philippines

- Directed end-to-end live event productions, managing logistics, equipment, and volunteer staff to ensure flawless execution.
- Governed technical quality assurance protocols for high-profile events to ensure zero downtime and optimal performance.
- Managed a team of 20, fostering collaboration and creativity in projects.

2018

–

2017

Product Consultant & Marketing Head

CCF ALABANG | Metro Manila, Philippines

- Developed comprehensive marketing materials and high-level presentations to support organizational brand positioning. Managed internal and external visual consistency across all communication platforms.
- Implemented data-driven campaigns, resulting in a 30% boost in lead generation.



JEREMY MARTIN TAPIA

Executive Assistant & Operations Professional

EDUCATION

Contact

Mobile

(+63) 991 409 3348

Email

jmtapia0602@gmail.com

Address

Bay, Laguna, Philippines 4033

Skills

- Executive Support
- Project Management
- Calendar Management
- Inbox Management
- Data Security
- Operations Optimization
- Organizational Leadership
- Team Mentorship
- KPI Reporting
- Performance Management
- Data Refinement
- Ads Marketing
- Implementing Procedures
- Multimedia Production
- Infographics
- Training Materials

Language

- Tagalog (Fluent)
- English (C1)

2020

–

2017

IMUS COMPUTER COLLEGE (ICC)

ASSOCIATE DEGREE IN MULTIMEDIA TECHNOLOGY

- **Institutional Leadership:**
 - Served as President of the Multimedia Organization for one year, overseeing student engagement and project initiatives.
 - Elected as Freshman President during the first year of studies, demonstrating early leadership and peer management capabilities.
- **Academic & Competitive Achievements:**
 - Two-time ICC Multimedia Competition Champion (2017 & 2018) for excellence in creative production and visual storytelling.
 - Recognized as a Website Development Competition Finalist in 2018, showcasing technical proficiency in digital design and implementation.

2015

–

2010

ACADEMY FOR CHRISTIAN EDUCATION (ACE)

PRIMARY & SECONDARY EDUCATION

- **Athletic Leadership:**
 - Served as Football Captain during Junior and Senior years, building foundational skills in teamwork, strategic planning, and high-pressure decision-making.
 - Actively participated in Basketball, Football, and Badminton teams from freshman to sophomore year, developing discipline, physical stamina, and a strong collaborative spirit.
- **Communication Excellence:**
 - Recognized as Senior Year Story Writing Champion, highlighting strong foundational capabilities in written communication and narrative development.

TOOLS

- | | | |
|-------------------|---------------------|------------------|
| • Slack | • Motion | • Zoho |
| • Microsoft Teams | • Google Workspaces | • Klaviyo |
| • Zoom | • Dropbox | • HubSpot |
| • Google Meet | • Zapier | • BambooHR |
| • Monday.com | • Midjourney | • ClickUp |
| • Trello | • Canva | • Scribe |
| • YouTrack | • Claude | • Adobe Creative |
| • Notion | • ChatGPT | • WordPress |
| • Calendly | • Grammarly | • Wix |
| • Loom | • DocuSign | • Asana |