



Jonamae E. Cadano

Virtual Executive Assistant | Data Entry Specialist

Maasin, Southern Leyte, Philippines

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Professional Summary

- I'm an experienced Executive Assistant and former Team Leader with a strong background in operations, communications, and partner coordination. At Happy Garden USA, I manage emails, connect with potential business partners, monitor affiliate platforms, handle data entry, and create invoices—ensuring smooth, purpose-driven execution. Previously, as a Team Leader, I oversaw project workflows, guided team performance, and supported strategic planning. I bring reliability, clarity, and a collaborative spirit to every task.

Professional Experience

Team Leader - Mancao E-connect Business Solutions 2021-2022 | Maasin City

Virtual Executive Assistant - Happy Garden USA

2024–Present | Remote

- Scheduled meetings and appointments for the executive, ensuring that the executive had a full and productive day
- Coordinated virtual meetings with remote teams, ensuring that all meetings ran on time and within budget
- Conducted data entry and verification to ensure data accuracy and completeness
- Managed and tracked affiliate payments, ensuring accuracy and timely delivery

Education

Bachelor in Business Administration - Saylor Academy, 2025

Skills

- Canva
- Google Workspace
- Microsoft Office
- Email marketing platforms
- Wordpress
- CRM platforms