



Paul Prado Pacardo

Senior Executive Assistant and Project Manager, one hire. Runs the desk (calendar, inbox, travel, board prep), delivers the projects, and builds the systems so the work stays handled. 10+ years with C-level leaders; 2+ years full-time on a 9 AM to 6 PM US Central schedule.

me.kabuhayan.app · pacardopaul18@gmail.com · cal.com/paul-pacardo/30min · Philippines, works US hours

10+

years with C-level leaders

30+

digital projects delivered

133

Jira rules built, 70 live

63

servers audited, one pass

4

software products built solo

5.0

from 8 recommendations

Three results with numbers

Recurring work now creates itself.

133 Jira automation rules (ScriptRunner) for an agency running 15+ accounts; 70 still live.

Reporting: days to a schedule.

Quarterly client reporting package automated end to end, plus a weekly utilization report leadership never had.

Books nobody trusted, to a monthly close.

QuickBooks close, AP/AR, and a 12-month projection built line by line; cost tracker syncs itself daily from the API.

The two answers recruiters need first

Timezone.

US hours are the default, not a stretch: 2+ years worked 9 to 6 Central. ET / CT / PT all workable.

Confidentiality.

NDA before access, password manager and 2FA, least privilege, client data in client systems, written offboarding. Full posture: me.kabuhayan.app/confidentiality.

Stack, named

Google Workspace + Apps Script

Jira + ScriptRunner

ClickUp

QuickBooks Online

Excel · Sheets

Slack · Zoom · Notion

REST APIs

KYC · AML · GLBA context

History, one line each

Senior EA, Plan Left LLC (Nashville, remote), 2024–2026 · Producer/PM, Foxhole QA, 2020–2023 (Google, Starbucks, HBO Max, Coachella via agencies) · Credit & Collections, City View Blinds, 2018–2019 · SME/Escalations, Intuit Financial Products, 2013–2018 · Founder, Kabuhayan I.T. Services, 2024–present.

What people say

"Paul managed his team and communications with grace and ease. Proactive, attentive and invested. I would work with Paul again any time!"

Ajay J. Harding, Sr. Digital Producer, ATG (client-side)

"Dependable, highly organized, and always willing to help."

Mary Joy Bertulfo, EA, Plan Left LLC

Evaluate the work, not the claims.

4 case studies (with what went wrong), 25 working tools, 4 playbooks, recreated finance artifacts: all public.

me.kabuhayan.app

ATS resume: /downloads/

Paul_Pacardo_Resume_ATS.pdf