

Paul Prado Pacardo

Senior Executive Assistant and Project Manager | Naga City, Philippines (works US hours) |
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SUMMARY

Executive Assistant and Project Manager with 10+ years supporting C-level leaders and delivering digital projects. Combines executive support (calendar, inbox, travel, board preparation) with operations, finance operations (bookkeeping, reconciliation, AP/AR, projections in QuickBooks Online), and systems automation (Jira, ScriptRunner, Google Apps Script). Worked 9 AM to 6 PM US Central full time for 2+ years. Willing to sign NDA before access; documented security posture.

SKILLS

Executive Support: Google Workspace, Microsoft Office, Excel, Slack, Zoom, Notion, Cal.com, Calendly, calendar management, inbox management, travel coordination, board packs, meeting notes. Project Management: Jira, ScriptRunner, Confluence, ClickUp, Trello, project charters, RAID logs, RACI, risk registers, RAG status reporting, stakeholder management. Finance Operations: QuickBooks Online, bookkeeping, monthly close, reconciliation, accounts payable, accounts receivable, invoicing, 12-month financial projections, subscription and payroll tracking. Automation and Systems: Google Apps Script, REST APIs, HTML, CSS, JavaScript, Supabase, Cloudflare, AI-assisted development. Compliance: KYC, AML, GLBA, escalations, disputes, credit and collections.

EXPERIENCE

Senior Executive Assistant, Plan Left LLC (Nashville, US; remote)

January 2024 to April 2026

- Ran executive support for leadership of a digital agency with 15+ client accounts: calendar, inbox, meetings, vendors, and follow-through, on a 9 AM to 6 PM US Central schedule.
- Built 133 Jira automation rules with ScriptRunner (70 still live) so onboarding, website builds, campaigns, and recurring deliverables create and assign themselves.
- Automated the quarterly client reporting package from days of manual assembly to a scheduled pipeline, and added a weekly utilization report for leadership.
- Took the books to a reliable monthly close in QuickBooks Online; built a 12-month projection line by line from the client roster; ran AP/AR and reconciliation.
- Built a subscription and payroll cost tracker that syncs daily from the QuickBooks API via Apps Script, with an audit log of every run.
- Audited all 63 hosting servers in one keep, migrate, or kill pass, surfacing cost and risk.

Producer and Project Manager, Foxhole QA

January 2020 to December 2023

- Delivered 30+ digital projects end to end (websites, mobile apps, web AR/VR) for agency clients whose end brands included Google, Starbucks, HBO Max, Coachella, Pizza Hut, TextNow, and Yugioh.
- Owned scoping, timelines, QA coordination, launch, and client communication; earned written 5-star recommendations from client-side producers.

Credit and Collections, City View Blinds

February 2018 to December 2019

- Kept receivables current while preserving customer relationships; handled disputes and payment plans.

Subject Matter Expert and Escalation Manager, Intuit (Financial Products)

February 2013 to January 2018

- Handled escalations, identity and fraud checks, and disputes on regulated financial products under KYC, AML, and GLBA guardrails; recognized as top performer on the account.

Founder and Solo Builder, Kabuhayan I.T. Services (DTI-registered)

2024 to present

- Designed, built, and operate 4 production software products solo, including a multi-tenant B2B SaaS; published 25 free project and team tools and 4 practitioner playbooks at me.kabuhayan.app.

EDUCATION AND CERTIFICATIONS

Ateneo de Naga University. Google Project Management Certificate. Google AI Essentials. AI Fluency and Claude. Jira and ClickUp certifications.