ALYSSA MARIE TEVES

VIRTUAL ASSISTANT | CLIENT ACCOUNT MANAGEMENT & AI-ASSISTED OPERATIONS

Brgy. Navarro, General Trias, Cavite, Philippines
+63 951 774 2716 | alyssamarieteves07@gmail.com
Available for remote work | English, Filipino



PROFESSIONAL SUMMARY

Client-facing professional with over six years across banking, real estate, account management and now US freight operations, specializing in AI-assisted virtual assistance. Reviewed and validated loan and business documents at BDO, coordinated between clients, brokers, developers and banks, and kept records and reporting accurate under deadline. Combines that document and client discipline with six months producing AI-generated artwork to client reference at Tailored Canvases, and one-to-one training with an AI specialist in applied AI for business operations.

CORE COMPETENCIES / KEY SKILLS

- Account & Client Management
- Document Review & Validation
- Email & Communication Management
- Records, Reporting & Documentation
- Calendar & Task Management
- Client & Stakeholder Coordination
- Administrative & Virtual Assistance
- Data Entry & Accuracy Checking

AI SKILLS & AUTOMATION

- ChatGPT & Claude for Business Tasks
- AI Research & Summarization
- AI-Assisted Email & Document Drafting
- Automated Data Entry & Cleanup
- Prompt Writing & Prompt Engineering
- Workflow Automation Concepts
- Content Repurposing
- n8n Automation

Platforms & Tools: Shopify (product listings, orders, inventory) • GitHub (repositories, version control) • Supabase (records and data cleanup) • Cloudflare • Microsoft Office • Google Workspace • Slack & Zoom

PROFESSIONAL EXPERIENCE

Operations Specialist

July 2026 – Present

IL Logistics Inc. (remote, Kent, Washington, USA)

- Coordinate full truckload, hot shot, local pickup and delivery, and 24/7 AOG freight moves.
- Track loads from pickup to delivery and keep drivers, dispatch and customers updated.
- Manage the CRM, keeping customer accounts, quotes, shipments and follow-ups up to date.
- Handle customer emails and calls on quotes, pickup schedules and delivery questions.
- Maintain shipment records, bills of lading and proof-of-delivery documents accurately.
- Use AI-assisted drafting to speed up customer updates and daily operations reporting.

Account Officer
January 2026 – July 2026

BDO Unibank, Inc.

- Reviewed and validated business and loan documents for accuracy and completeness before they moved to processing.
- Coordinated with clients and developers to complete requirements and keep processing on schedule.
- Managed client accounts and maintained records, reports and documentation in order.
- Used AI-assisted drafting and summarizing to speed up client correspondence and document review without loosening the accuracy checks.

AI Image Production Specialist
November 2025 – April 2026

Tailored Canvases (part-time)

- Produced original artwork from client-supplied reference pieces: read each reference for style, composition and palette, wrote the prompt that captured it, then generated new work from that prompt using ChatGPT image generation.
- Composited each finished piece into a prompt-generated scene or mood setting, matching lighting, perspective and scale so the artwork sat naturally in the environment.
- Held every output to the supplied reference rather than letting it drift into generic AI-looking work, and delivered part-time alongside a full-time role.

Marketing Associate
May 2022 – January 2026

Bank of the Philippine Islands (BPI)

- Supported marketing campaigns and the administrative processes behind them.
- Coordinated with clients, brokers and developers on documentation and transactions.
- Assisted in loan processing, submitted requirements on time, and kept reports and client records organized across a near four-year tenure.

Bank Relations Specialist
November 2020 – May 2022

Megaworld Corporation

- Processed banking and financing documents within deadline.
- Coordinated with clients and banks by email, phone and in person.
- Assisted clients with documentation and transaction requirements.

Account Specialist
May 2019 – October 2020

Megaworld Corporation

- Provided administrative and client support and handled customer service processes, keeping workflow efficient.

Events Coordinator (freelance, 2014 – present): runs events end to end - schedules, logistics, suppliers, venues and documentation - alongside the roles above.

EDUCATION

Manila Tytana Colleges – BS Business Administration, major in Marketing Management
2015 – 2019

References: Miguel Martin Napiza, CEO, Primos Postura Services and AI Specialist, 0976 557 3248