HONEY MAE CAPE

HR & OPERATIONS VIRTUAL ASSISTANT | SYSTEMS & ADMINISTRATIVE SUPPORT

Bangkok, TH
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SUMMARY

Results-driven HR & Operations Virtual Assistant with strong background in administrative support, payroll, scheduling, business operations, and system creation. Experienced in building and managing cloud-based platforms using Firebase and basic JavaScript, supporting data analysis and reporting with AI-assisted tools. Combines business, marketing, and education expertise to deliver efficient remote support, process optimization, and data-driven decision-making.

EDUCATION

ST. JOHN PAUL COLLEGE OF DAVAO

Bachelor of Science in Business Administration
Major in Marketing

Units Earned – Education
Major in Social Studies

CORE EXPERTISE
HR ADMINISTRATION & PAYROLL
STAFF SCHEDULING & RECORDS MANAGEMENT
OPERATIONS & BUSINESS SUPPORT
WEBSITE & SYSTEM CREATION (FIREBASE)
DATA ANALYSIS & REPORTING
CRM & PROCESS OPTIMIZATION
MARKETING & BUSINESS COORDINATION
TECHNICAL SKILLS
FIREBASE (FIRESTORE, AUTH, HOSTING)
JAVASCRIPT (BASIC)
GOOGLE WORKSPACE / MS EXCEL
AI-ASSISTED DATA ANALYSIS
WEBSITE ADMINISTRATION
DOCUMENTATION & SOP CREATION

WORK EXPERIENCE

ADMINISTRATIVE, HR & OPERATIONS VA
- Chuktalk (Remote) | 2019 – 2025
- Managed HR administrative tasks, including staff scheduling, payroll processing, and attendance monitoring
- Maintained employee records and internal documentation using cloud-based tools
- Coordinated with remote teams to ensure smooth daily operations
- Assisted management with reports, data tracking, and operational summaries

TECH SYSTEMS & DATA SUPPORT (PROJECT-BASED)
- ChuktalkHub.com | ChuktalkHiring.com | Silid.cn
- Designed and implemented custom web-based systems for hiring, analytics, coaching, and online classes
- Built and managed Firebase-powered databases for user management and data storage
- Performed basic JavaScript coding and system configuration
- Conducted data analysis and reporting with AI support to improve operational insights
- Ensured system usability, data accuracy, and continuous improvement

OFFICE & BUSINESS EXPERIENCE
- Insurance Officer / Junior Marketing Associate
- First Standard Finance Corporation | 2018 – 2019
- Processed insurance documentation and client records
- Assisted marketing initiatives and client coordination
- Handled administrative reporting and office support task

TRAINING & PROFESSIONAL DEVELOPMENT

Digital Tools & Educational Technology Training

- Canva for Education – Visual content creation for lessons, presentations, and learning materials
- Adobe Tools (Photoshop / PDF / Creative Suite basics) – Document editing, design, and instructional material preparation
- Google Labs & Google Workspace Training – Classroom tools, Docs, Slides, Forms, and AI-assisted productivity tools
- Firebase Fundamentals – Basic understanding of cloud database, authentication, and app backend concepts