



CARLENE O. GAGARIN

Virtual Executive Assistant/
Legal Executive Assistant-Paralegal

ABOUT ME

Detail-oriented General Executive Assistant with a strong background in legal and administrative support. Experienced in document preparation, scheduling, records management, and handling confidential information, with hands-on exposure to legal drafting and court-related work. Reliable, organized, and proactive in supporting executives and legal professionals.

EDUCATION

Bachelor of Arts in Political Science

University of the Cordilleras
2016 - 2019

Juris Doctor

University of the Cordilleras
College of Law
3rd Year Level
2020 - 2024

HARD SKILLS

Legal research

Email and Calendar Management

Document & File Organization

Data Entry

Project & Task Tracking

Productivity & Automation Tools

LANGUAGE

- English
- Iloko

 +63 90669 42807

 caylgagarin@gmail.com

 Baguio City Philippines

EXPERIENCE

- Processor - Job Order - 6 months** 2018
Fiscals Office
 - Prepare Pleadings and motions, organize documents, make filings with courts, and schedule dispositions.
 - Maintain a calendar for filing deadlines. conference calls and meetings, depositions, and court hearings.
- Paralegal/Legal Executive** 2019 - 2022
Dumlao's Law Firm
 - Legal research (non-advisory)
 - Drafting pleadings, contracts (templates)
 - Case file organization
 - Calendar and deadline tracking
 - Email management for lawyers
 - Client intake forms
 - Document review and formatting
- Virtual Administrative Assistant (Remote/Project-Based)** 2022-2023
Freelancer
 - Provided remote assistance for online projects, academic assignments, and administrative tasks.
 - Conducted online research, document formatting, and data organization
 - Followed virtual instructions and delivered outputs within deadlines.
 - Communicated remotely through email and online platforms.
 - Email management, scheduling, data entry, document management, and general office support.

REFERENCE

Weylor Saga

Former Coworker

Phone: +639692103503

Email: weylorworks@gmail.com