

# Aubrey Nicole Cañete, CHRA

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**Summary** | Operations and Executive Support professional with experience driving cross-functional initiatives across HR, payroll, finance, compliance, customer service, and executive operations. Recognized for building scalable systems, leading process improvements, managing high-volume payroll, and supporting executive decision-making in fast-paced, high-growth environments. Proven ability to streamline operations, improve organizational efficiency, and execute complex projects independently while partnering with senior leadership.

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## PROFESSIONAL EXPERIENCE

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**Oraz Philippines, Inc. (Athena),** Rizal, PH

September 2024 – Present

*C-Level Executive Assistant*

- Received the CEO Luminary Award for driving cross-functional operational excellence and developing scalable systems across HR, Finance, Customer Service, Payroll, and Executive Operations.
- Acted as an Executive Business Partner and Chief of Staff to the COO, coordinating strategic initiatives across multiple departments and stakeholders.
- Processed three payroll cycles for 130+ employees within two days, maintaining 100% on-time delivery and payroll accuracy under compressed deadlines.
- Led the NYS Youth Jobs Program application, securing \$19,000 in approved tax credits for the organization.
- Developed and standardized operating procedures for payroll, onboarding, offboarding, compliance reporting, customer service administration, and executive workflows.
- Managed cross-functional projects involving HR, Operations, Compliance, Finance, Customer Service, and external government agencies.
- Built reporting dashboards and project tracking systems using Coda, improving visibility into deliverables, project status, and executive priorities.
- Coordinated compliance reporting with New York State agencies, consultants, and leadership while ensuring timely regulatory submissions.

**Bibo Global Opportunity, Inc. (Engoo),** Metro Manila, PH

April 2023 – August 2024

*Online English as a Second Language Teacher*

- Facilitated engaging and effective English lessons to a diverse group of learners, with a student rating of 4.97 out of five
- Maintained a 100% booking rate in daily teaching slots, demonstrating strong student retention and demand
- Actively provided constructive feedback to students while maintaining a positive and professional learning environment.

**TMX Philippines, Inc. (TIMEX),** Cebu Province, PH

September 2022 – December 2022

*Human Resources Intern*

- Took over applicant tracking and onboarding—cutting HR's administrative workload by 15% and enabling the team's focus on more strategic priorities.
- Entrusted by HR management to spearhead LED presentations, signage, and event invite to boost employee and stakeholder engagement

**Local Government Unit (Barangay Hall),** Cebu Province, PH.

September 2021 - December 2021

*Administrative Intern*

- Performed administrative support by organizing documents, processing government records and data entry all while maintaining strict confidentiality of sensitive information
- Provided technical support and guidance to the team by troubleshooting equipment and software issues, including printing, Excel, Word, and Adobe PDF, ensuring smooth and efficient system functionality.

**Freelance,** Remote, PH

May 2021 – June 2022

*Content Writer*

- Researched and curated 10-15 dynamic content topics per day for business posts and marketing materials across health, lifestyle, leadership, human resources, and life goals, driving engagement through innovative strategies and data-driven insights

- Boosted LinkedIn social media posts specifically on championing creativity and enhancing brand visibility, achieving over 1,000 likes and significantly increasing engagement

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## EDUCATION

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**Cebu Normal University**, Cebu City, PH

*Bachelor of Science, Psychology*

- Magna Cum Laude

**Department of Science and Technology (DOST)**

- University Scholar

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## INDUSTRY CERTIFICATIONS

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Certified Human Resources Associate (CHRA) - Human Resource Educators' Association of the Philippines 2024

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## PROFICIENCY IN TOOLS

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### Business Systems

- Salesforce
- QuickBooks Desktop
- Ramp
- Poly 2000
- Excelforce
- Vestwell
- Mailchimp
- Trainual

### Productivity

- Coda
- Monday.com
- Asana
- Notion
- Superhuman
- Fireflies AI
- Google Workspace
- Microsoft 365
- Zoom
- Miro

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## CORE COMPETENCIES

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- Executive Operations
- Business Operations
- Cross-functional Project Management
- Payroll Administration
- HR Operations
- Process Improvement
- SOP Development
- Executive Calendar Management
- Regulatory Compliance
- Change Management
- Stakeholder Management
- Process Documentation
- Executive Communication
- Organizational Development
- Data Analysis
- Workflow Optimization
- Continuous Improvement