

## **RIMALYN DELA ROSA**

**Dubai, United Arab Emirates | +971 50 452 5311 | rimalyndelarosa@gmail.com**

**Administrative & Operations Professional | 13+ Years in International, Corporate & Academic Environments**

---

Results-oriented professional with a proven record of supporting senior leadership, streamlining operations, and coordinating cross-functional projects in global organizations. Adept at administration, operations, executive assistance, stakeholder engagement, training, and systems management, with demonstrated impact in high-stakes international operations (UN WFP Nobel Peace Prize-winning efforts, 2020). Recognized for reliability, organizational excellence, and proactive problem-solving.

---

### **KEY SKILLS**

- Executive Assistance & C-Suite Support
  - Operations & Office Management
  - Stakeholder Engagement & Communication
  - Microsoft Office Suite (Word, Excel, PowerPoint, etc.)
  - Training Design & Delivery (200+ staff globally)
  - Process Optimization & Data Analysis
  - Procurement & Vendor Negotiation
  - Travel Coordination & Logistics
  - System Administration & Digitalization Projects
- 

### **PROFESSIONAL EXPERIENCE**

#### **Executive Personal Assistant to CEO and Private Asset Manager**

##### **DAMAC Properties, Dubai, UAE | July 2025 – present**

- Handle sensitive information, strategic documents, and personal matters with highest level of confidentiality and professionalism.
  - Coordinate complex domestic and international travel, including flights, accommodations, transfers, and detailed itineraries.
  - Maintain and prioritize C-suite schedule; anticipate needs, reschedule when necessary, and ensure preparation for all engagements.
  - Organize high-level meetings, events, and business engagements.
  - Prepare agendas, attend sessions, take accurate minutes, ensure timely follow-up on action items.
  - Source, evaluate, and negotiate with suppliers globally for corporate and personal acquisitions, including luxury furnishings and bespoke items.
  - Track expenses, negotiate competitive rates, and ensure cost efficiency in purchases and projects.
  - Draft, review, and manage official correspondence, contracts, and reports.
  - Maintain databases and records accurate and up to date.
  - Support special projects involving design, renovations, and personal asset management.
  - Act as the primary liaison between C-suite and internal and external stakeholders.
  - Anticipate issues, provide quick solutions, and adapt to urgent requests in high-pressure situations.
  - Arrange personal appointments and coordinate bespoke service providers.
- 

#### **Business Support Assistant**

##### **United Nations – World Food Programme, Dubai, UAE | June 2019 – June 2025**

- Served as primary systems and operations focal point, ensuring global workflows aligned with WFP standards.
- Delivered training to 200+ staff worldwide, both virtually and in person, improving adoption rates and reducing errors.
- Facilitated digitalization of WFP system training, preparing materials and coordinating sessions to improve staff engagement and training efficiency.
- Designed training materials tailored to user needs, cutting repeat support requests by 30%.

- Managed procurement and logistics for tracking devices, ensuring on-time vendor delivery and compliance with UN standards.
- Coordinated onboarding and staff upskilling programs, ensuring smooth integration and system proficiency.
- Conducted system testing and feedback cycles, accelerating the rollout of new features and enhancements.
- Resolved international support tickets with a 95% closure rate, reducing average response time.
- Analyzed KPIs to identify inefficiencies, contributing to workflow redesign and reporting accuracy improvements.
- Provided executive support including multi-time zone calendar management, global travel, and senior-level briefings.
- Drafted high-level reports, memos, and presentations, ensuring clarity and alignment with WFP standards.
- Facilitated global workshops, building staff capacity in data systems and operations.
- Supported strategic planning and team objective-setting aligned with WFP's humanitarian mandate.
- Anticipate issues, provide quick solutions, and adapt to urgent requests in high-pressure situations.
- Contributed to organizational efforts during WFP's 2020 Nobel Peace Prize recognition, ensuring uninterrupted operational support.

---

#### **Administrative Support**

##### **Allsopp & Allsopp Real Estate, Dubai, UAE | Jan 2016 – May 2019**

- Provided operational and administrative support to sales and leasing teams, streamlining day-to-day functions.
- Coordinated property listings, contract preparation, and scheduling, reducing turnaround times.
- Edited marketing materials and brochures, boosting client engagement and property visibility.
- Ensured compliance and brand alignment across property listings and marketing collateral.
- Maintained CRM records and qualified inbound leads, strengthening sales pipeline tracking.
- Processed contracts and documents accurately, reducing delays and client disputes.
- Introduced workflow improvements, enhancing collaboration and efficiency across teams.

---

#### **Registration Administrative Assistant**

##### **University of Asia and the Pacific, Pasig City, Philippines | Sept 2012 – Sept 2015**

- Managed registration, enrollment, and academic scheduling for over 1,000 students annually.
- Maintained both digital and physical student records, ensuring accuracy and compliance with academic policies.
- Supported front desk operations, responding to inquiries from students, parents, and faculty.
- Processed ID issuance, transfer documentation, and disciplinary records with confidentiality.
- Assisted in planning and execution of graduation ceremonies and campus events.
- Coordinated with academic departments to track student progress and resolve enrollment discrepancies.
- Supported orientation programs to onboard new students and streamline academic integration.

---

#### **Founder & Owner**

##### **Rima Babes Foods, Manila, Philippines | Mar 2010 – Jun 2012**

- Founded and operated a mixed-rice food kiosk located inside an elementary and high school, serving students, faculty, and staff.
- Designed and developed the full menu, balancing cost, nutrition, and appeal for young customers.
- Secured school approval, ensuring compliance with institutional rules and policies.

- Recruited, trained, and supervised 2 staff members to maintain smooth daily operations.
  - Managed all business functions: inventory, budgeting, pricing, sales tracking, and marketing.
  - Built a loyal customer base, sustaining consistent sales and profitability over 2 years.
- 

#### **INTERNSHIP & EARLY ROLES**

**HR & Recruitment Assistant** – *Great Ways Manpower International, Manila* | Nov 2011 – Feb 2012

**Quality Assurance Assistant** – *Hi-Las Marketing Corporation, Taguig* | Apr 2008 – Sep 2008

**Youth Welfare & Development Field Coordinator** – *Manila City Hall* | Summers 2006–2008

---

#### **EDUCATION**

- Bachelor of Arts in Management (Industrial Management) – Technological University of the Philippines, Manila | 2012
  - Bachelor of Technology (Nutrition & Food Technology) – Technological University of the Philippines, Manila | 2009
- 

#### **CERTIFICATIONS (*Full list available upon request*)**

- Foundations of Project Management – Google (2025)
  - Employee Relations – HRCI (2025)
  - Learning & Development – HRCI (2025)
  - Talent Acquisition – HRCI (2025)
  - Introduction to CRM with HubSpot – Coursera (2025)
  - A Law Student's Toolkit – Yale University (2025)
  - Writing & Editing: Word Choice & Order – Univ. of Michigan (2025)
  - Creative Writing – Wesleyan University (2025)
  - Motivating Gen-Z Learners – Nanyang Technological University Singapore (2025)
  - Social Work Practice – University of Michigan (2025)
  - French Language A1–A2 – Alliance Française Dubai (2023)
- 

#### **REFERENCES**

Available upon request