Jasper Fabe

ADMINISTRATIVE ASSISTANT | AUTOMATION & WORKFLOW SPECIALIST

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PROFESSIONAL SUMMARY

Detail-oriented Administrative Assistant with 10+ years of remote experience supporting business operations through organized data management, streamlined workflows, and process automation. Builds automation systems using Zapier and Make to handle repetitive administrative work, data entry, batch updates, document processing, and system integrations, freeing teams to focus on higher-value tasks. Experienced in database and CRM administration (HubSpot, Zendesk, Gorgias), vendor and stakeholder coordination, and cross-platform data organization across business and e-commerce systems. Uses generative AI tools (ChatGPT, Claude, Gemini) daily to speed up content creation, documentation, and administrative output. Known for accuracy, reliability, and a track record of cutting processing time by up to 30% and data-entry errors by 95% through smart systems and consistent follow-through.

CORE COMPETENCIES

- Administrative & Executive Support
- CRM Administration
- Project & Task Coordination
- Workflow & Process Automation
- Document & File Management
- AI-Assisted Productivity Tools
- Data Entry & Database Mgmt
- Vendor & Stakeholder Coordination
- Customer & Client Support

PROFESSIONAL EXPERIENCE

Fire & Pine

March 2021 to September 2026

REMOTE | UNITED STATES

ADMINISTRATIVE & AUTOMATION SPECIALIST

- Provided day-to-day administrative support across multiple business platforms (Shopify, Etsy, Faire), maintaining accurate product records, catalog data, and documentation for a multi-channel operation.
- Built automated workflows using CSV batch imports/exports and cross-platform data syncing (Shopify, MarketTime, Emun Vendor Portal) to eliminate manual order-processing steps and reduce turnaround time.
- Standardized data classification and record-keeping (SKU/UPC systems) using Google Sheets and backend database tools, improving accuracy and searchability across systems.
- Managed vendor and partner correspondence, coordinating B2B/licensee onboarding and maintaining up-to-date partner records in HubSpot and Shopify databases.
- Administered a centralized task-tracking system in Monday.com, organizing production data and timelines to keep cross-functional teams aligned.
- Prepared production-ready documents and graphic assets in Photoshop according to project specifications, supporting on-time deliverables.

Sales Fury

August 2015 to December 2020
REMOTE | UNITED STATES

ADMINISTRATIVE SUPPORT SPECIALIST

- Organized and cleaned product and records data across multiple platforms, improving overall data reliability by approximately 40%.
- Built and maintained an automated inventory tracking system that reduced data-entry errors by 95% and kept records continuously up to date.
- Provided research-based administrative support for pricing and business decisions, contributing to a 20% increase in profit margins.
- Maintained and updated content and documentation processes, improving search visibility and audience engagement.
- Compiled and analyzed on-site behavior data to support layout and content decisions, contributing to a 25% increase in conversions.

Airbnb

May 2013 to August 2015
REMOTE | PHILIPPINES

ADMINISTRATIVE & CUSTOMER SUPPORT SPECIALIST

- Managed high-volume data entry for customer interaction logs, improving processing speed by 30% and reducing errors.
- Delivered live customer support during scheduled shifts, resolving issues in real time and maintaining a 95% satisfaction rating.
- Maintained and updated multilingual support documentation, improving engagement in non-English-speaking regions by 40%.
- Led a cross-functional project integrating CRM and support data systems, enabling personalized replies and more efficient team workflows.

TOOLS & TECHNOLOGY

Automation & AI	Zapier, Make, ChatGPT, Claude, Gemini, Perplexity
Administrative & Productivity	Google Workspace, Microsoft 365, Asana, ClickUp, Trello, Notion, Slack, Canva
CRM & Communication	HubSpot, Zendesk, Gorgias, Tidio, Go High Level, Stripe
Data & Systems	Google Sheets, Monday.com, Shopify, WooCommerce, Amazon Seller Central
Other Platforms	Etsy, Faire, Klaviyo, Semrush, Ahrefs, Google Analytics

References and detailed case notes available on request.