

PROFESSIONAL PORTFOLIO

MARIA CLEO PASION, LPT

Administrative Support | Digital Operations | Education Technology
Content Coordination | Google Workspace | AI-Assisted Workflows

PROFESSIONAL FOCUS

Organized, technology-enabled support for teams that need dependable administration, clear content, accurate data, and practical digital workflows.

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PROFILE

A versatile professional for remote teams

A grounded portfolio spanning administration, education, digital content, data support, and AI-assisted productivity.

Maria Cleo Pasion is a Licensed Professional Teacher with experience in Senior High School education, administrative coordination, independent tutoring operations, social media content support, and technology-enabled projects. Her work combines careful documentation, structured communication, learning-content development, spreadsheet organization, presentation design, and practical use of modern AI tools.

She is positioned for general remote opportunities where strong organization, clear written communication, accuracy, independent work, and adaptability matter.

VALUE PROPOSITION

I translate complex information into organized records, clear learning or business content, practical trackers, and polished digital materials.

CORE CAPABILITIES

Administrative Operations

Scheduling, documentation, records, task tracking, meeting notes, file organization, and stakeholder communication

Education & Curriculum Content

Lessons, reviewers, worksheets, assessments, presentations, and learner-friendly digital resources

Digital Content Support

Content calendars, Canva graphics, captions, promotional materials, community engagement, and basic video editing

Data & AI Workflows

Google Sheets trackers, Google Forms collection, AI-assisted drafting, research synthesis, prompts, and workflow organization

PORTFOLIO AREA 01

Administrative & operations support

Systems-minded support grounded in real educational and tutoring operations.

Academic Administration & Coordination

Purpose: Keep recurring academic and administrative work organized across multiple class cohorts.

Contribution: Manage schedules, learner records, assessment documentation, reports, official documents, and multi-party communication involving learners, parents, staff, and school administrators.

Tools: Google Workspace, Microsoft Office, Gmail, Teams, Zoom

Portfolio evidence: Structured records, reports, presentations, communication, and recurring task coordination.

Private Tutoring Operations

Purpose: Coordinate the administrative side of online and face-to-face tutoring.

Contribution: Managed inquiries, schedules, billing, session planning, learning materials, parent communication, and follow-up during self-employed tutoring work from 2019 to 2024.

Tools: Google Workspace, Microsoft Office, Zoom, Gmail

Portfolio evidence: Client communication, schedules, customized materials, progress updates, and organized follow-up.

TRANSFERABLE REMOTE SUPPORT SKILLS

- Calendar and schedule coordination
- Records and file management
- Data entry and validation
- Reports and document preparation
- Stakeholder and client communication
- Task tracking and deadline management
- Meeting notes and SOP documentation
- Confidential information handling

PORTFOLIO AREA 02

Education technology & learning content

Independent projects that combine subject knowledge, digital tools, and learner-centered design.

Interactive Science Learning Websites

Purpose: Support independent learning through structured, web-based science content.

Contribution: Developed interactive resources for Senior High School topics including Simple Harmonic Motion, one-dimensional motion, and general science review. Combined explanations, quizzes, visual learning components, and independent-learning activities.

Tools: HTML, AI-assisted coding, Netlify

Portfolio evidence: Interactive lesson pages and review experiences. Independent project; not presented as employment.

Digital Assessment & Results Management System

Purpose: Organize assessment data and make results easier to monitor.

Contribution: Designed a workflow concept covering learner rosters, multiple-choice assessment records, score tracking, item-analysis concepts, section-level reporting, and student/teacher interfaces.

Tools: Google Sheets, Google Forms, Google Apps Script-supported workflows

Portfolio evidence: A structured assessment and reporting workflow developed as an independent education project.

Education & Operations Trackers

Purpose: Create clear tracking systems for recurring academic and administrative needs.

Contribution: Built spreadsheet-based trackers for assessment monitoring, scores, attendance, learner records, tasks, tutorial hours, reporting, and Forms-based data collection.

Tools: Google Sheets, Google Forms

Portfolio evidence: Reusable tracking structures for education and operations contexts.

PROJECT POSITIONING

These projects demonstrate practical workflow thinking and digital learning design. They are independent projects and are separate from formal employment history.

PORTFOLIO AREA 03

Digital content & visual communication

Grounded support for clear, consistent, audience-focused content.

Social Media Content Systems

Purpose: Organize recurring Facebook and Instagram content around communication objectives.

Contribution: Planned content calendars, organized assets, wrote captions, created graphics, and supported audience interaction and community engagement across freelance projects.

Tools: Canva Pro, Meta Business Suite, CapCut, Adobe Express

Portfolio evidence: Content-calendar structures, promotional posts, banners, flyers, captions, and basic short-form video.

Presentation & Visual Asset Development

Purpose: Turn information into clear, professional materials for stakeholders and learners.

Contribution: Developed presentations, reports, worksheets, reviewers, forms, and visual learning materials for education, tutoring, and portfolio use.

Tools: PowerPoint, Google Slides, Canva, Google Forms

Portfolio evidence: Presentation decks, instructional materials, promotional graphics, forms, and visual documents.

CONTENT SUPPORT STRENGTHS

- Content planning and asset organization
- Canva-based graphic design
- Caption and audience-focused copywriting
- Visual consistency and clear information hierarchy
- Basic short-form video editing
- Educational content development
- Presentation design and document formatting

PORTFOLIO AREA 04

AI-assisted productivity & workflows

Human-reviewed use of AI to accelerate drafting, synthesis, planning, and organization.

Reusable Prompt & Productivity Workflows

Purpose: Reduce repetitive drafting and create consistent starting points for common tasks.

Contribution: Developed reusable prompts for research summarization, academic content, document drafting, communication, curriculum and assessment development, website planning, and administrative tasks.

Tools: ChatGPT, Claude AI, Google Gemini

Portfolio evidence: Prompt libraries and repeatable drafting workflows used to support, not replace, professional judgment.

AI-Supported Content and Research

Purpose: Organize information and accelerate first drafts while maintaining human review.

Contribution: Uses AI tools to support research synthesis, outline development, content ideation, document drafting, and workflow planning, followed by review and adaptation for the audience and purpose.

Tools: ChatGPT, Claude AI, Google Gemini, Google Workspace

Portfolio evidence: Structured drafts, summaries, prompts, content plans, and workflow ideas.

WORKING PRINCIPLE

AI is used as a productivity aid. Final content requires human checking for accuracy, tone, relevance, privacy, and context.

TECHNICAL TOOLKIT

Google Workspace	Docs, Sheets, Forms, Slides, Drive, Gmail
Microsoft	Excel, Word, PowerPoint, Teams
Creative & Communication	Canva Pro, CapCut, Adobe Express, Zoom
AI & Web	ChatGPT, Claude AI, Google Gemini, HTML, Netlify, Google Apps Script-supported workflows

EXPERIENCE & CONTACT

Professional foundation

Education, coordination, client service, and independent digital project work.

Senior High School Teacher & Administrative Coordinator

Department of Education | 2024-Present

Instruction, records, schedules, assessments, reports, presentations, stakeholder communication, spreadsheet tracking, and digital workflow support.

Independent Private Tutor & Business Operations Lead

Self-Employed | 2019-2024

Client inquiries, scheduling, billing, session planning, customized materials, parent communication, and follow-up.

Social Media Content & Marketing Support

Freelance Projects | Four years of project experience

Content calendars, Canva graphics, captions, promotional assets, audience interaction, and basic short-form video.

Elementary & High School Educator

Educational Institutions | 2018-2020

Learner records, administrative forms, classroom documentation, parent-teacher coordination, presentations, worksheets, and assessments.

EDUCATION & CREDENTIAL

Bachelor of Secondary Education, Major in Biology

Licensed Professional Teacher (LPT) | Board Licensure Examination for Professional Teachers

OPEN TO OPPORTUNITIES

Remote administrative support, virtual assistance, operations, education technology, curriculum and content development, social media/content coordination, Google Workspace and data support, and AI-assisted workflow roles.

LET'S CONNECT

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