

OLIVER TORRES

EXECUTIVE ASSISTANT WHO **BUILDS** THE SOFTWARE

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SEE THE WORK: HELLOVHER.AMPLIFAI-ME.ONLINE

I built the site too. It is one of the samples.

EXPERIENCE

Internal Tools Developer (Freelance), **Auto Lifestyle**

05/2026 - PRESENT | UTAH, USA (REMOTE)

- Built **AXEL**, an AI tool that reads customer contract packets and extracts the buyer, vehicle, pricing and title data. **It does the packet prep I used to do by hand.**
- Shipped three more internal apps for the same desk: time tracking, vehicle inventory and an SOP portal, each with user roles, 2FA and audit logs

Administrative Support and Contracts Administrator, **Auto Lifestyle**

09/2024 - 01/2026 | UTAH, USA (REMOTE)

- Prepared and completed customer purchase contract packets, verifying buyer, vehicle and pricing details before submission
- Kept digital records in Revver and Rackspace, tracked supporting details in Google Sheets, and closed gaps with the sales team before deadlines
- Supported recurring communication, including newsletter preparation and scheduled posts

Administrative Assistant (Ad hoc), **Commanderie de Bordeaux Manila**

05/2025 - 12/2025 | MANILA, PHILIPPINES

- Coordinated monthly member events end to end: venue, suppliers, attendees and the admin around each one
- Took live meeting notes and circulated finished minutes the same day
- Maintained the membership database, prepared bank files and supported recurring reporting

Executive Assistant, **Footprints Group**

01/2023 - 07/2024 | AUSTRALIA (REMOTE)

- Managed a high-change executive calendar and owned inbox triage, escalating only what needed a decision
- Prepared agendas and materials, captured decisions, and sent action notes with owners and deadlines attached
- Built the trackers and documentation that kept handoffs visible across teams and stakeholders

PROJECTS

01 **AXEL** **AI contract processing**

Reads a whole contract packet, returns checked deal data and writes the finished PDFs. Rules live in one document and dates are computed in code, so the AI never guesses.

React, TypeScript, Express, Claude / Gemini / GPT, pdf-lib, Slack API

02 **ALS Timesheet** **Payroll time tracking**

Clock in and out, breaks and admin reporting, with full-history CSV and PDF export. Payroll records can never be deleted.

React, Express, PostgreSQL, Drizzle ORM

03 **ALS Warehouse** **Vehicle inventory and P&L**

Every car from auction to sale, showing exactly what each one made. Admin, Staff and Viewer roles, two-factor login.

React 19, Vite, Tailwind, Express, PostgreSQL, Zod

04 **ALS Learning Portal** **SOP library and onboarding**

Procedures that lived in people's heads are now a searchable library, and the working week is a walkthrough.

Next.js, React, Framer Motion, Tailwind

SUMMARY

I DO THE ADMIN. THEN I **BUILD** THE THING THAT DOES THE ADMIN.

Three years of executive and administrative support for teams in the US and Australia: calendars, inboxes, minutes, contract packets.

Alongside it I ship software. I **vibe-code**: I decide what it should do, direct the build and check every result, while AI writes the syntax. *The judgement stays mine, and so do the late nights.*

Eight apps and sites shipped in 2026.

SKILLS

— CORE

Minutes of Meeting, Calendar Management, Inbox Triage, Email Management, Contract Verification, Action Tracking, Scheduling, Event Coordination, Data Entry, SOP Documentation

— TOOLS

Google Workspace, Microsoft Office, Google Sheets, ClickUp, Slack, HubSpot, Adobe Acrobat, Canva, Flodesk, Instantly, MIRO, Revver, Rackspace

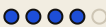
— BUILDS WITH

Claude Code, Gemini, ChatGPT, React, Next.js, TypeScript, Tailwind, Express, PostgreSQL, Git, Railway

LANGUAGES

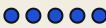
English

PROFICIENT



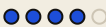
Tagalog

NATIVE



Hiligaynon

PROFICIENT



EDUCATION

University of Makati

2018 - 2020 | MAKATI CITY

Undergraduate studies, Bachelor of Science in Pharmacy

New Sinai School and Colleges

2016 - 2018 | STA. ROSA CITY

Science, Technology, Engineering and Mathematics (STEM)