

Russ Ricci C. Solana

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PROFESSIONAL SUMMARY

Tech-savvy administrative specialist skilled in digital office organization, inbox and calendar management, and financial data tracking using ClickUp, Xero, and Microsoft Office. Combines an analytical accounting background with strong problem-solving skills to manage day-to-day operations and cross-functional task tracking effortlessly. Known for high attention to detail, clear communication, and thriving under minimal supervision in remote environments.

KEY SKILLS

Calendar Management | Email & Inbox Management | ClickUp Workspace Operations | Data Entry | Google Workspace & MS Office | Xero (Certified Advisor) | Attention to Detail | Proactive Communication | Time Management | SOP Documentation | Web & Information Research | Slide Deck & Presentation Design

TECH PROFICIENCY

AI Tools: ChatGPT, Claude, Grammarly, Canva AI

Productivity: Google Workspace (Docs, Sheets, Slides, Drive), Microsoft 365 (Excel, Word, PowerPoint)

Communication: Zoom, Google Meet, Discord

Project Management: Trello, ClickUp

Design/Social Media: Canva, CapCut, Premiere Pro

EDUCATION

Bachelor of Science in Accounting Information | Palo, Philippines | 2026

Relevant Coursework: Accounting Information Systems, Business Communication, Accounting Software & IT Applications, Data Management & Analysis

RELEVANT EXPERIENCE

Department of Environment and Natural Resources (DENR) | November 2025 – February 2026

- Streamlined record-keeping processes by accurately inputting Inventory Custodian Slips and official administrative records into Excel spreadsheets.
- Maintained database integrity across high-volume data entry tasks, ensuring zero data discrepancies and easy retrieval for official audits.
- Organized digital documentation and records management systems, supporting day-to-day administrative operations and departmental workflows.

CERTIFICATIONS

- Certificate of Apprenticeship – The Life Auditor- 2025 Example:
- Skills Enhancement Program -Saint Paul's School of Professional Studies-2025.
- Xero Advisor Certificate - Xero - 2025.
- Xero Payroll Certificate - Xero - 2025.

REMOTE WORK READINESS

Internet: Globe Fiber 40Mbps

Equipment: AMD Ryzen 5 PRO 4650G with Radeon Graphics (3.70 GHz)| 16 GB Ram |

Availability: Monday–Friday (8 hours/day during US/UK/AU peak hours)