



Paolo Acierto

Virtual Assistant,
Whitman Transition Advisors

About Paolo

Paolo is an adaptable Executive Assistant with a Bachelor of Arts in English Language from Colegio San Agustin – Bacolod. With over 8 years of combined experience in virtual assistance, admin support, quality assurance, and operations, he brings a sharp eye for detail and a solutions-driven mindset to every team he supports.

Currently working with Whitman Transition Advisors, he provides support to managing directors. He specializes in streamlining calendars, coordinating cross-functional projects, and ensuring operational efficiency across remote teams. His background in property management further adds to his versatility—managing work orders, vendor coordination, and maintenance billing with precision.

His earlier roles in quality assurance and customer success honed his ability to audit processes, generate insightful reports, and foster meaningful client relationships. He thrives in fast-paced environments, always seeking ways to improve workflows and optimize day-to-day execution.

Known for his proactive approach, he is committed to continuous learning and making a measurable impact in every organization he serves.

Reach Out If You Need Help With:

- Admin Assistance & Calendar Management
- Process Improvement & Quality Assurance
- Property Management Support
- Operations & Project Tracking
- Remote Team Support
- CRM & Workflow Tools



WHITMAN
TRANSITION
ADVISORS



0930 899 3566



pacierto@whitmantransition.com



www.whitmantransition.com