

# KENNETH CLARK BELNAS

Virtual Assistant • Executive Support • Workflow Automation

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## Professional Summary

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**Operations** and **workflow-focused** professional with **3+ years** of experience supporting business processes, reporting, documentation, and process improvement initiatives. Experienced in workflow automation, data management, executive reporting, and system coordination across cross-functional teams. Recognized for quickly learning new tools, improving operational visibility, and building practical solutions that reduce manual work.

## Technical & Administrative Skills

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**Technical Skills:** MS Excel (Advanced VBA/Macros), Notion, Google Workspace, Microsoft 365, Make, Zapier, Hostaway, Breezeway, Conduit, Adobe Premiere Pro, Photoshop, DaVinci Resolve

**Functional Skills:** Administrative Support, Calendar Management, Executive Support, Data Management & Entry, Process Automation, Process Documentation, Executive Reporting, Task Management, Workflow Design

## Professional Experience

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**Operations Support & Workflow Automation** • November 2025 – Present

*Independent*

- Streamlined repetitive administrative workflows by designing and implementing **automation systems** using Make, Zapier, Notion, and Google Workspace.
- Improved **operational visibility** by developing dashboards, reporting systems, and task management workflows for executive-support and administrative use cases.
- Reduced manual work and **increased process consistency** by building automation-driven operational systems and standardized workflow procedures.
- Explored workflow automation and local AI tools through the development of productivity systems and software projects.
- Expanded expertise in **operations support, process documentation, and workflow optimization** through hands-on implementation of automation and no-code solutions.

**Mid Developer** • January 2025 – April 2025

*Fujitsu - WeServ Systems Int'l Inc.*

- Delivered **100% specification accuracy** by developing Java enterprise classes from complex Japanese-language technical requirements and documentation.
- Ensured **zero-defect delivery** by authoring JUnit test cases and performing rigorous functional testing to identify and resolve system logic errors.

**Administrative Lead** • October 2024 – December 2024

*Fujitsu - WeServ Systems Int'l Inc.*

- Achieved **100% operational compliance** (up from 40%) by liaising between regional and local management to enforce project protocols and company requirements.
- **Maximizing cost-efficiency** by developing tracking reports that reduced benched personnel from 70% to 30% to support executive decision-making.
- **Centralized regional data collection** by gathering and validating progress reports from multiple departments to ensure 100% accuracy for executive briefings.

**Junior Developer** • July 2022 – September 2024

## *Fujitsu - WeServ Systems Int'l Inc.*

- Earned "**Best Project Award**" for driving a **160% productivity increase** through custom Java applications and workflow automation tools.
- **Reduced client operational costs** by automating bulk data migrations, enabling a 40% increase in quarterly task completion without extra headcount.
- Maintained a **120% individual productivity rating** while delivering high-quality code and macro-enabled Excel solutions for long-term Japanese clients.
- **Fast-tracked from Trainee to Junior Developer in 90 days**, finishing at the top of the bootcamp batch through rapid mastery of software logic.

## **Registration Officer I** • October 2021 – December 2021

### *Philippine Statistics Authority*

- **Exceeded daily registration quotas by 15%** while pioneering the initial PhilSys (National ID) rollout during high-intensity COVID-19 pandemic protocols.
- **Spearheaded community outreach** in remote barangays, coordinating directly with local officials to schedule and manage high-volume applicant flows.
- Maintained **100% data integrity** for thousands of sensitive government records, ensuring error-free pre-registration under strict project deadlines.
- **Resolved on-site technical and logistical bottlenecks** to ensure continuous operation of mobile registration centers in various field locations.

## **Certifications**

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- EF Set English Certificate: C2 Proficient (Issued March 2026)
- Make Foundation — April 2026
- Make Basic — April 2026
- Building Intermediate Zaps (Issued April 2026)
- Building Basic Zaps (Issued April 2026)
- Microsoft Certified: Azure Fundamentals (Issued June 2022)

## **Education**

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- Bachelor of Science in Electronics Engineering, March 2019  
University of St. La Salle – Bacolod, Negros Occidental