DEMI VALDEZ

Executive Assistant · Bookkeeper

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PROFESSIONAL SUMMARY

Executive Assistant with 8+ years across executive support, operations, bookkeeping and quality assurance, including 3+ years supporting a senior leader and team at the Ethereum Foundation. Manages calendars, inboxes and travel across time zones, coordinates international events from 30-person cohorts to 14,000-person conferences, and keeps the books accurate behind it all. Discreet with confidential matters, proactive, and at home with remote, asynchronous, global teams.

8+ years professional experience · 3+ years executive support · 5+ years bookkeeping & finance · International teams

PROFESSIONAL EXPERIENCE

Executive Assistant / Bookkeeper
03/2023 – 07/2026

Ethereum Foundation · Remote, Singapore

- Provided executive support to an R&D team lead across communications, scheduling, travel, bookkeeping, budgeting and personnel matters, covering both professional and personal commitments.
- Managed calendars and inboxes across email, Slack, Discord, Telegram, Signal and WhatsApp; triaged priorities, prepared meetings and protected focus time across multiple time zones.
- Arranged travel end to end: flights, hotels, airport transfers, itineraries, travel checklists and local recommendations.
- Planned and supported international events in Bangkok, Berlin, Buenos Aires and Svalbard at scales up to 14,000 attendees, including a ~100-person, week-long team gathering in Svalbard as sole organizer.
- Kept full-cycle books: expense and cash-flow tracking, accounts payable and receivable, bank and account reconciliations, financial reporting, tax-preparation support and investment portfolio tracking.
- Coordinated hiring in Lever, grant processes and confidential organizational transitions; supported research and protocol coordination through logistics, documentation and stakeholder follow-up.

Intelligence Officer
01/2022 – 02/2023

Philippine Drug Enforcement Agency · Onsite, Philippines

- Coordinated time-sensitive intelligence and operational activities, getting accurate information to decision-makers within critical deadlines.
- Prepared and managed confidential reports and communications that demanded accuracy, discretion and attention to detail.
- Coordinated multiple stakeholders and operational requirements at once, keeping field and administrative work on schedule.

Accounting Staff / Bookkeeper
12/2019 – 12/2021

Mindanao Timber Company, Inc. · Onsite, Philippines

- Maintained accurate financial records and reconciliations that supported reliable reporting and day-to-day decisions.
- Managed expense tracking, budgeting and financial documentation, finding and resolving discrepancies.
- Prepared financial reports and documentation for internal monitoring and regulatory compliance.

Quality Assurance Analyst
05/2017 – 11/2019

Teleperformance Philippines · Onsite, Philippines

- Evaluated customer interactions against quality standards for accuracy, compliance and customer experience.
- Identified recurring performance gaps and gave agents actionable feedback and coaching recommendations.
- Analyzed quality trends and prepared performance reports that drove team-level improvements.

SELECTED EVENTS

Jun 2026 — Edge Esmeralda, Healdsburg, California: Volunteer coordinator · month-long workshop, Edge City Institute

Apr 2026 — Soldøgn Interop, Svalbard, Norway: Sole organizer · ~100 participants, week-long, 3 months of planning

Nov 2025 — Devconnect Argentina, Buenos Aires: Event team; co-organizer of the WiEP event · 14,000-person conference, 100-person internal team

Jun 2025 — Berlin Interop, Berlin, Germany: Event planning support · 200-person, week-long working event

Nov 2024 — Devcon SEA 7, Bangkok, Thailand: Executive support & event team · 12,000 attendees; ~130-person, 3-day R&D workshop

Nov 2024 — Edge Lanna · Summer of Protocols, Chiang Mai, Thailand: Co-organizer · 30-person cohort, 1 week

CORE SKILLS

Calendar & inbox management · Meeting & schedule management · Travel & event coordination · Research & project coordination · Stakeholder communication · Confidential information management · Bookkeeping & financial reporting · Accounts payable & expense management · Bank & account reconciliation · Billing & invoicing · Financial data management · Web3 & crypto wallet basics

TOOLS

Productivity: Notion, Obsidian, Asana, Kissflow

Communication: Fastmail, Discord, Signal, Beeper

Finance: QuickBooks Online, Xero, Wave, Excel

Recruitment: Lever

Web3 & Security: MetaMask, Rabby, 1Password

AI & Research: Claude, ChatGPT

EDUCATION

Master of Business Administration 2019 – 2023
Ateneo de Cagayan – Xavier University · Philippines

Bachelor of Science in Accounting Technology 2013 – 2017
PHINMA – Cagayan de Oro College · Philippines

TRAINING & CERTIFICATIONS

Web3 in Practice: Wallets, Tokens & Transactions: Ethereum Foundation, 02/2024

QuickBooks Online ProAdvisor Training: Intuit QuickBooks, 01/2024

Xero Training Certificate: Xero, 01/2023

LANGUAGES

English (fluent) · Tagalog (native) · Bisaya (native) · Korean (basic)