



CHRISTIAN

CONTACT

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- 📍 Manila, Philippines

EDUCATION

2016-2018
AMA

- Bachelors Science of Information Technology

SKILLS

- WordPress, HTML, CSS, Web DesignPublic Relations
- Facebook Ads
- Integration: Payment Gateways, Third-party Apps, Social Media
- AI Agent Setup & Workflow SupportEffective Communication
- Client Communication & Technical Support

LANGUAGES

- English
- Tagalog

PROFILE

Detail-oriented Virtual Assistant and Web Developer with hands-on experience in client communication, website creation, integration of third-party tools, and basic marketing automation. Currently transitioning into a [GoHighLevel](#)-focused role with a solid foundation in CRM management, workflows, funnel building, and AI agent setup. Tech-savvy, fast learner, and eager to contribute to innovative teams in digital marketing.

WORK EXPERIENCE

Medical Teleconsultation

Virtual Assistant

- Responded to inbound leads generated from Facebook Ads, providing timely and professional communication.
- Assisted a general physician with daily administrative tasks, appointment scheduling, and patient follow-ups.
- Monitor brand consistency across marketing channels and materials.
- Maintained accurate patient records and ensured smooth coordination between doctor and clients.
- Helped manage online inquiries and provided support for teleconsultation sessions.

TuloyTech

Front-End Developer (Freelance)

- Created and customized websites using Vue, HTML & CSS.
- Implement new pages and designs.
- Designed user-friendly landing pages and maintained mobile responsiveness

Certification

Completed Web Development Certification Program

- Gained hands-on experience in building responsive websites using HTML, CSS, and basic JavaScript.
- Learned best practices in UI/UX design, website structure, and mobile optimization.
- Completed projects including landing pages and multi-page websites.
- Developed skills in website maintenance, debugging, and version control.

RealEstate

- Ran high-converting Facebook/Instagram ad campaigns, boosting lead conversions and lowering cost per lead.
- Automated lead nurturing in [GoHighLevel](#) with SMS/email drips, cutting follow-up time.
- Built CRM workflows that improved lead-to-appointment rates.
- Optimized campaigns using Meta Ads Manager and GHL analytics.