

JANE YUGTAN



*Project Manager & Executive Assistant
for Visionary Leaders*

Results-driven Project Manager with expertise in CRM systems, ClickUp, and managing clients, tasks, and projects. Experienced in streamlining operations, boosting leads, and maximizing profits.

EDUCATION

- Polytechnic University of the Philippines
*Bachelor of Arts, Major in
English Language, Linguistics,
and Literature*

2015–2020

GWA: 1.50 – Awarded as
President's Lister

CONTACT

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ACHIEVEMENTS

- Generated \$10K+ in Month 1 of affiliate-driven sales with zero paid media spend
- Cut onboarding time by 87% (from 3 days to 4 hours) and achieved 95% new-hire satisfaction (up from 60%)
- Reduced project delays by 30% through automated task tracking and conditional workflows
- Freed up 5–6 hours/month for co-founders by automating status checks, reporting, and routine follow-ups

Freelance & Contract Engagements



Whiskey Library | Project Manager | May 2025 – June 2025 (Freelance-based)

Key Contributions:

- **Launched & Scaled Affiliate Program:** Architected a data-driven affiliate engine (**zero ad spend**) that generated **\$10 K in Month 1** revenue and **onboarded 5 micro-influencers** within just 30 days via a dual-track (Affiliate & Sponsorship) strategy.
- **Automated Outreach & Tracking:** Built conditional Notion automations and multi-step email sequences — **achieving a 52% open rate, 6.7% click-through, and 2.61% reply rate** while freeing execs from manual follow-ups.
- **Streamlined Talent Pipeline:** Designed an end-to-end Notion hiring workflow (**Recruit → Interview → Offer → Onboard → Off-board**), **cutting onboarding from 3 days to 4 hours** and raising new-hire **satisfaction from 60% to 95%**.
- **Optimized Team Execution:** Oversaw all task assignments and status checks, **reducing project delays by 30%** and automating routine workflows to **free up co-founders 5–6 hours per month**.

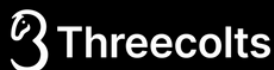
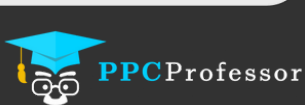
TOP SKILLS

- Strategic Planning & Roadmapping
- Stakeholder & Client Relationship Management
- Workflow Automation & SOP Development (Notion, GoHighLevel, ClickUp)
- Data-Driven KPI Tracking & Reporting
- Affiliate & Influencer Program Design
- Email & Multi-Channel Campaign Management
- Talent Acquisition & Onboarding Pipelines
- Cross-Functional Team Leadership



ClickUp Verified Power User

Clients I've Worked With:



Websites I've Managed:



HubSpot SEO Certification



LEARN MORE ABOUT ME IN THIS SECTION!

Freelance & Contract Engagements

★ ServiceThrive | Project Manager | July 2024 - April 2025 (Contract-based)

Key Contributions:

- **Managed 6 full-stack website & SEO projects over a 10-month span**, delivering each in an average of 1.8 months (range 1–3 months) from kickoff to go-live.
- **Built and maintained ClickUp boards for SEO, Web Dev, and Marketing teams** — audited over 100 tasks, cutting task rework by 30% through rigorous quality checks.
- **Drove SEO deliverables (blogs, press releases, competitor analysis) to 100% completion**, achieving a 95% client satisfaction score across weekly progress reports.
- **Streamlined reporting** by implementing daily internal updates and weekly stakeholder reports, boosting transparency and saving the CEO & Account Manager 4 hrs/week.

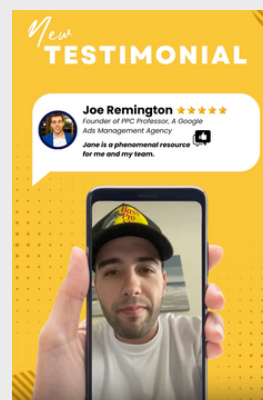
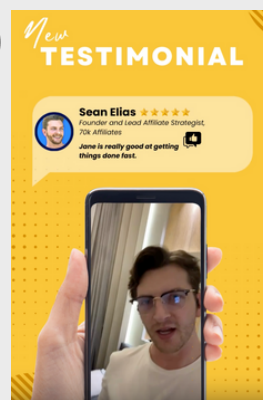
★ The Social Brand LLC | Project Manager | Nov 2023 - Mar 2024

Core Responsibilities:

- **Managed client tasks and deliverables** to align with operational goals
- **Developed detailed action plans** to improve productivity and quality
- **Resolved operational challenges** to maintain efficiency
- **Proposed system improvements** to enhance client outcomes

Video Testimonials

To watch the video testimonial, simply click the thumbnail.



Freelance & Contract Engagements



Investor Attraction Academy | Online Business Manager | June 2023 – April 2024 (Contract-based)

Core Responsibilities:

- **Provided administrative support to the Founder and Customer Success Manager**
- **Responded to customer inquiries** using pre-established email frameworks
- **Managed and organized email inboxes**, as well as scheduling tasks
- **Designed presentations** using Google Slides
- **Set up automated email sequences**
- **Handled social media messages and conducted market research**



DiscoverMyBusiness, LLC | Virtual Manager / Operations Manager | Nov 2021 – Jan 2023 (Contract-based)

Core Responsibilities:

- **Led talent acquisition efforts and onboarded new virtual assistants**
- **Managed and coordinated the team** while providing management support
- **Created SOPs to streamline processes** and assist clients effectively
- **Trained and monitored team members**, tracking their performance
- **Ensured customer satisfaction** through enhanced client experiences

REFERENCES:

Victory Harbin | CEO, Audaciously Agency

Phone: +1 865 274 0004 | Email: victory@audaciouslyagency.com

Yakov Smart | CEO, Investor Attraction Academy

Email: yakovs1000@gmail.com

Sean Elias | Lead Affiliates Strategist, 70K Affiliates

Phone: +1 770 313 5694 | Email: sean@70kaffiliates.com

● **Revenue Roll| Project-based Outreach Specialist | December 2022 – January 2023 (Freelance-based)**

These are my key responsibilities:

- Launching weekly Email campaigns using tools such as Lemlist or Instantly.
- Ensure good deliverability, checking domain reputation and being proactive in fixing any issues.
- Record semi-personalised loom videos, by using an audio file to play over a prospects website to be used in outreach.
- Manage LinkedIn and Facebook outreach. LinkedIn automation tools to use will be Expandi or Dripify.
- Lead sourcing for specific criteria through lead tools such as Apollo and Seamless.
- Reporting and communication with the client in terms of campaign performance and insights.
- Responding to positive responses from outreach campaigns using a FAQ sheet.

● **0260 Labs | Project-Based Real Estate Virtual Assistant | November 2022 – December 2022 (Freelance-based)**

These are my key responsibilities:

- Requiring 100 calls daily and following up through email and text. CRM (Follow Up Boss) and a Google Sheet for client information organization.
- Completing daily tasks and goals and updating the team on Slack Knowing the difference between seller, buyer, and business on property and turning on trigger notifications for listings

● **Evolve Acquisitions | Project-based Lead Generation B2B | October 2022 – November 2022 (Freelance-based)**

These are my key responsibilities:

- Lead sourcing and lead generation, adding leads from the internet to a spreadsheet for outreach.
- Recording videos to send to these leads (using pre-recorded audio, provided by The Client) and sending these videos to the leads. Also, The Service Provider will be responsible for following up on these emails using templates and scripts provided. The service provider may be required to call leads to book appointments, too after provided training by The Client.
- Replying to emails and dealing with positive replies and engaged prospects in timely manner as per the effective outreach system training provided by The Client at the beginning of the working term.
- Schedule leads appointments in The Client's calendar and manage availability effectively and communicate to The Client regularly using prior agreed channels to ensure maximum appointments are booked every week.
- To always utilize and use VPN service and relevant IP address provided by The Client in order to deliver the services above as per agreed standards.

● **Chas' Pet Boarding Services | Project-Based Social Media Manager | February 2022 – July 2022 (Project-based)**

- I handled two different start-up businesses and brand (Pet Boarding Services)
- I handled their Facebook business page.
- I help Chas' Pet Boarding Services close 5–7 pet boarders in a span of a week after making a marketing strategy of posting it in different pet groups on Facebook

These are my key responsibilities:

- Data Analytics using Facebook Business Suite (Engagements through Instagram and Facebooks reactions, comments, and shares)
- Promoting and sharing through social media platforms (e.g. Facebook and Instagram)
- Handling Facebook Ads Creating creative photos using Canva
- Content Writing
- Proofreading
- Boosting Brand Content
- Facebook Page Management

● **VXI Munoz | Customer Service Specialist | October 2018 – October 2021 (Full-time)**

Position: Technical Support

- Samsung Electronics Co., Ltd. is a South Korean multinational electronics corporation headquartered in Yeongtong-gu, Suwon, South Korea. It is the pinnacle of the Samsung chaebol, accounting for 70% of the group's revenue in 2012.
- I was a top agent during my first three months in the campaign with a 95% Customer Service Satisfaction survey.

These are my key responsibilities:

- Basic Troubleshooting steps Processing of lost or stolen device
- Blacklisting the device if lost or stolen Scheduled for Asurion/
- Insurance appointment for factory default
- Smart Tutor application assisting client's phones directly for advanced technical support
- Processing Trade In/ Trade Up

● **Hope Human Resources | Human Resources | October 2015– October 2021 (Part-time)**

These are my key responsibilities:

- Web research
- Facebook Post Handling
- Facebook Page Management
- Scheduling and Appointments of Applicants
- Email Calendar Management
- SMS Management
- Team Meetings and Huddles
- Scouting of qualified applicants
- Over-the-phone and chat interview