



JIAN GERALD V. BELLO

CERTIFIED INDUSTRIAL ENGINEER

EDUCATION

**Xavier University
Ateneo de Cagayan**

Bachelor of Science in
Industrial Engineering
Batch 2018


CERTIFICATIONS

Certified Industrial Engineer
Philippine Institute of Industrial Engineer
March 2019

**Certified Lean Six Sigma
Yellow Belt**
ASEAN Core
Jan 2019

**Basic Occupational Safety and
Health - 2 Safety Officer**
HSE International Health and Safety
Environment Consultancy
May 2019

CONTACT

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Glow Village. Cagayan
de Oro

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WORK EXPERIENCES

Freelancer - Automation, Marketing & Process Improvement

JUNE 2022 - PRESENT

- Migrate new processes to the new GHM CRM
- Integrate all tools to work efficiently with each other
- Created Standard Operating Procedures
- Map out operation process and created systems to implement
- Help the sales team achieve more by creating automation
- Find ways to remove repetitive tasks through automation

Autogrow.io - Go High Level & Automation Expert

JANUARY 2022 - JUNE 2022

- Automate Leads to Clients Process
- Onboard New Clients to GHM
- Manages the team to work effectively
- Suggest and Implement Process Improvements

Barry Group LLC - Director of Communications

FEBRUARY 2021 - DECEMBER 2021

- Experienced with Sales & Marketing
- Recruitment, Hiring, Onboarding & Development
- Knowledgeable in Appointment Setting & Closing
- Set up Social Media Accounts & E-commerce
- Manage the Go High-Level Accounts of all Clients
- Automate process with the use of Go High-Level and Zapier

Contenting I.T Solutions - SEO/ Google Analytics Expert

SEPTEMBER 2020 - JANUARY 2021

- Deep understanding in Search Engine Optimization and User Experience
- Competent in Google Analytics and Data Analysis
- Advance Knowledge in Digital Marketing
- Experienced with Social Media and Internet of Things

Onerent Philippines, Operations Maintenance Specialist

JUNE 2019 - JANUARY 2020

- Skilled in Handling Customers and Providing Great Service
- Efficient Problem Solver
- Knowledgeable in the field of Real Estate Management