



CHRISTIAN SIMEON

Website Builder / CRM

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Christian James Simeon

Malolos, Bulacan, Philippines

ABOUT ME

It's Christian - your ultimate Graphics Designer! With a burning passion for excellence and a commitment to delivering top-notch quality,

I'm here to make your company make an impact. Let's team up and elevate together!

EDUCATION

Bachelor of Science in Information Technology
Bulacan State University
2020 – 2025

Marcelo H. Del Pilar National High School
TVL – Programming
2013 – 2019

CMIS – Atlag
Elementary
2006 – 2012

SKILLS

| | |
|-----------------------|---------------------------------|
| Website Creation | <div style="width: 80%;"></div> |
| Programming Skills | <div style="width: 80%;"></div> |
| CRM Management | <div style="width: 80%;"></div> |
| Time Management | <div style="width: 80%;"></div> |
| Graphic Design | <div style="width: 80%;"></div> |
| Team Collaboration | <div style="width: 80%;"></div> |
| Problem – Solving | <div style="width: 80%;"></div> |
| Basic Computer Skills | <div style="width: 80%;"></div> |

PROFESSIONAL EXPERIENCE

2023

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2025

Gohighlevel Specialist (Virtual Assistant)

Working Entrepreneurs | Los Angles, California, USA

- Prospected and qualified leads using GoHighLevel pipelines, automated workflows, and CRM tools.
- Increased client conversions by 20% through effective funnel optimization, upsell campaigns, and cross-selling strategies.
- Maintained up-to-date knowledge of GoHighLevel features to provide accurate support and training for clients.
- Collaborated with the marketing team to design targeted email campaigns, landing pages, and promotional automations.
- Provided exceptional customer support by managing conversations, addressing inquiries, and resolving technical issues in a timely manner.

2022

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2023

Graphic Design (Virtual Assistant)

Glidai Properties

- Designed engaging social media graphics, banners, and promotional materials tailored to client branding.
- Created visually appealing presentations, flyers, and brochures to support marketing campaigns.
- Edited and enhanced images for use across digital platforms, ensuring high-quality output.
- Collaborated with clients and marketing teams to translate ideas into effective visual designs.
- Maintained consistency in brand identity across all design projects and platforms.

2018

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2019

Work Immersion

DICT Bulacan

- Developed a photo booth application using Java, integrating image capture and filter features for user interaction.
- Developed technical skills in troubleshooting installation issues and ensuring proper system functionality.

REFERENCES

Carlos Ruiz

Working Entrepreneurs / CEO

Website: workingentrepreneurs.com

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