



CHRISTIAN SIMEON

Website Builder / CRM



+63 9696007963



simeonchristianjames@gmail.com



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></div>
Programming Skills	<div></div>
CRM Management	<div></div>
Time Management	<div></div>
Graphic Design	<div></div>
Team Collaboration	<div></div>
Problem - Solving	<div></div>
Basic Computer Skills	<div></div>

PROFESSIONAL EXPERIENCE

2023
-
2025

Gohighlevel Specialist (Virtual Assistant)

Working Entrepreneurs | Los Angeles, 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
-
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
-
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

Email: carlos@workingentrepreneurs.com