

Patrick Jan Gajo

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Professional Summary

Dedicated Virtual Assistant helping founders and online businesses stay organized, save time, and scale operations. I specialize in marketing and operations support—creating structure, optimizing workflows, and running reliable systems. *"My Founder's Goal is My Goal"*.

Skills & Expertise

Marketing & Social Media

- Social Media Management (Facebook, Instagram, Twitter, LinkedIn)
- Email Marketing & Campaigns that get results
- Canva & Graphic Design for engaging posts
- Google Analytics & data tracking for smarter decisions

Operations & Systems

- CRM Management (GoHighLevel, HubSpot, Zoho)
- Workflow & SOP creation to keep things running smooth
- Project & Task Management (Trello, Asana, Notion)
- Calendar & Appointment Management (Calendly, Google Calendar)
- Landing Page & Website Management (WordPress, Squarespace, page builders)

Communication & Collaboration

- Zoom & video conferencing management

- Client communication & relationship support
- Team coordination & collaboration
- Meeting scheduling & follow-ups

Productivity & Tech Tools

- Google Workspace (Docs, Sheets, Drive)
 - Microsoft Office (Word, Excel, PowerPoint)
 - Time management & prioritization
 - Basic data entry & reporting
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Professional Experience

Collection Specialist — Ascenders Business Solutions

March 2025 – August 2025

- Managed client accounts and handled payment arrangements professionally.
- Strengthened communication skills through daily client interactions.
- Ensured accurate documentation and data handling.

Customer Service / Telemarketing — 167 Archo Resources Inc.

Dec 2023 – Jan 2025

- Build rapport with customers by clearly explaining product benefits.
- Improved call handling efficiency and objection-management skills.
- Achieved consistent performance targets while maintaining customer satisfaction.

Social Media & Branding Manager (Freelance / Partner Business)

2025 – Present

- Built social media accounts from zero and increased engagement and followers steadily
- Created, designed, and scheduled content daily to maintain consistent posting
- Polished the company website and optimized branding to align with business identity
- Designed logo and visual assets based on the owner's preferred style and brand theme

- Followed detailed briefs and maintained brand consistency across all platforms
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Project Experience

Bus Management System (College Capstone)

HTML, CSS, JavaScript, PHP/MongoDB

- Developed a web-based system for managing bus schedules, routes, and ticketing.
- Designed a responsive interface and implemented CRUD functions for admin modules.
- Improved usability by organizing processes into clear user flows.

Barangay Management System

HTML, CSS, JavaScript, PHP/MongoDB

- Built a system to handle resident records and barangay certificates.
 - Implemented database integration and user authentication.
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Education

Diploma in Information Communication Technology

Polytechnic University of the Philippines

2020 – 2025

Certifications

- **Canva Essentials Certified** – Canva Design School, February 2026
Credential ID: c01a27
- **Social Media Certified** - HubSpot Academy, March 2026
Credential ID: 7a77b550e9424ffb9dbd404a9e7e521e