



DAVID JOHN

PEREZ

VIRTUAL FREELANCER

CONTACT ME @



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PrimeDesk Solution



LinkedIn

PERSONAL PROFILE

Detail-oriented and tech-savvy Virtual Assistant with a strong background in admin support, CRM management, content creation, and project coordination. Experienced in working with global clients, especially in fast-paced remote environments. Skilled in tools like Trello, Notion, Google Workspace, and Make.com, with additional strengths in funnel building, data management, and executive support. Known for being reliable, proactive, and solutions-focused.

PROFESSIONAL SKILLS

- Executive & Administrative Support
- Calendar & Inbox Management
- Data Entry & Organization
- CRM Management (GHL, HubSpot, Trello, ClickUp)
- Workflow Automation (Make.com, Zapier)
- Content Creation & Scheduling
- Social Media Management
- Funnel Building (Systeme.io, GHL)
- Lead Generation & Outreach
- Virtual Event Coordination
- Client & Team Communication
- Process Documentation & SOPs
- Basic Video Editing (CapCut, Canva)

TOOLS & PLATFORMS

- **CRM & Project Management:** GoHighLevel, Trello, ClickUp, Notion, HubSpot, Monday.com
- **Communication & Scheduling:** Slack, Zoom, Google Meet, Gmail, Calendly
- **Content & Design:** Canva, CapCut, Adobe Express, Google Docs, Microsoft Office
- **Automation & Integration:** Make.com, Zapier
- **File Management:** Google Drive, Dropbox, OneDrive

WORK EXPERIENCE

Founder / Virtual Assistant

PrimeDesk Solutions – Remote

Dec. 2024 – Present

- Provide executive support and general admin services to entrepreneurs and small business clients.
- Manage CRMs like GoHighLevel, Trello, and Notion for lead tracking, automation, and task delegation.
- Coordinate social media content, schedule posts, and assist with digital marketing campaigns.
- Support virtual events, online courses, and client funnels through platforms like Systeme.io and Zoom.
- Handle daily communications, appointment scheduling, and document organization using Google Workspace and Slack.

Assistant Data Manager

Online Helper – Remote

Jan. 2025 – July 2025

- Managed internal project data using Google Sheets and Monday.com.
- Ensured accuracy and consistency across data reports and task boards.
- Coordinated with team members to maintain workflow alignment.

A.I. trainer/ Data Team member

Online Helper - Remote

2023-2025

- Labeled and reviewed datasets for natural language processing (NLP) training.
- Maintained high accuracy across multiple annotation tools and AI platforms.

Advanced Technical Support Specialist

Vivint – Remote

2021 – 2023

- Delivered customer service and technical troubleshooting for home security devices.
- Used Salesforce and Platinum systems for account handling and diagnostics.
- Resolved client concerns professionally while maintaining high service standards.

Human Resource Assistant

BHS – Remote

2019 – 2020

- Oversaw recruitment and onboarding processes.
- Scheduled interviews, handled applicant communication, and maintained digital records.

English as a Second Language (ESL) Teacher

E-talk China – Remote

2017 – 2019

- Designed and delivered English lessons to students of various levels.
 - Focused on grammar, conversation, and writing improvement in one-on-one and group settings.
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WORK BACKGROUND SUMMARY

I'm a multi-skilled remote professional with hands-on experience in executive assistance, virtual support, and creative strategy. I've worked with U.S. clients across industries—tech, eCommerce, digital marketing, and AI development—supporting day-to-day operations, CRM management (GoHighLevel, HubSpot, Trello), sales support, and data annotation.

I've also contributed to content creation for social media and course-based businesses, handled virtual events coordination, and supported sales teams using tools like Google Workspace, Notion, Slack, and Monday.com. My background as an advanced technical specialist in the home security industry sharpened my ability to troubleshoot, document systems, and manage customer-facing platforms.

As a self-starter and systems thinker, I take pride in creating smooth workflows and providing high-level support that helps clients scale efficiently. I'm continuously learning and adapting to deliver value in fast-paced, virtual-first environments.

EDUCATION

University of Baguio

Bachelor of Business Management

LANGUAGES

- English – Fluent (written & spoken)
- Filipino – Native

REFERENCES

Available upon request