

JULIO CRISANTO V. BAUTISTA

PROJECT MANAGER



0961-911-1997



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SKILLS SUMMARY

Project Management

Digital and Social Media
Marketing

Finance Management

Strategic Negotiation

C- level Communication

Sales - B2B

Sales - B2C

TOOLS PROFICIENCY

Trello

Google Workspace

Microsoft Office

Salesforce

REI reply

Batch Dialer

Investor Lift

Zillow

Redfin

PERSONAL PROFILE

A Virtual Assistant with 5 years experience in various tasks. Handled different positions, campaigns and departments with the BPO industry for 13 years. A tech savvy, team player and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

WORK EXPERIENCE

Acquisition Manager

Jake Ryan Properties LLC | July 2022 - Present

- Implement Talent Acquisition and hiring strategies to create a streamlined process of growth in the talent pool.
- Develop and deploy Hiring Plans to ensure the company is attracting the right talent that is fit for the company's needs and vision.
- Design, plan and execute employer vision to make sure that all departments are aligned to the Vision.
- Develop sustainable talent programs that allows retention making sure that the company is maximizing each individuals skillset.
- Promote Branding activities
- Deploy employee brand ambassadors strategies
- Plan Employee referral programs.
- Investigate and determine employee needs.

Associate General Manager

Doha Energy Manpower Intl | December 2020 - July 2022

- General Manager's Executive and Administrative Assistant
- Handling companies budget, finance, commissions and payroll to office staffs and recruiters
- Managing site operations recruitment process
- Training, screening and monitoring Appointment Setters, Lead generators and Social Media Managers
- Supervising recruitment end to end process
- Retention management onshore and offshore
- Liaisoning end to end process with different government agencies for process and document updates

Process Executive

Onstar Solutions | January 2019 - December 2020

- B2B Sales engagement
- Customer Service Escalations management
- Insurance arbitration
- Client Security Assistance
- Liaisoning Management

***I have been working since 2002 further experiences can be provided upon request