



CARL

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

PROJECT MANAGER (REMOTE)

GB Translation | October 2024 – Present (1 Year, 4 Months)

- Manages end-to-end translation projects by coordinating translators, handling client communication and pricing, tracking progress via Airtable and SmartCat, optimizing workflows, and supporting global clients including Harley-Davidson and Hyundai Genesis.

OUTREACH MANAGER (REMOTE)

Blox Capital (TX, USA) | December 2023 – August 2025 (1 Year, 9 Months)

- Maintains and qualifies lead databases, supports sales outreach initiatives, schedules funding consultations, and improves follow-up efficiency through organized prospect tracking and reporting.

DOCUMENT MANAGER (REMOTE)

Tom (LA, USA) | December 2023 – September 2024 (10 Months)

- Managed documents and workflows using WordPress and Notion, coordinated employee requests, tracked tasks, and provided basic accounting support under supervision.

PLATFORM MANAGER (REMOTE)

Levi's Nachhilfe | September 2023 – January 2024 (5 Months)

- Managed e-commerce and educational platforms (Shopify, Eduki, TPT) by uploading and optimizing product listings, improving SEO visibility, ensuring data accuracy, monitoring activity, and producing performance reports.

LEAD GENERATION & WEBSITE ANALYTICS SPECIALIST (REMOTE)

Levi's Nachhilfe

- Built lead databases, assessed websites for CMS, UX, speed, SEO, and GDPR compliance, monitored reviews and engagement metrics, and delivered analytical insights to support outreach strategies.

ASSISTANT PROJECT MANAGER (INTERNSHIP-HYBRID)

Philippine Chemical Steel Industries, Inc. | August 2022 – November 2022 (4 Months)

- Supported project execution by facilitating on-site meetings, documenting outcomes, preparing presentations, managing timelines, and handling administrative coordination under PM supervision.

SKILLS/AREAS OF EXPERTISE

- Project Management
- Business Analysis
- Scrum & Agile Support
- Process Utilization & Optimization
- Quality Assurance (QA)
- Migration Readiness
- Structured Planning
- Technical Documentation
- Cross-Functional Coordination
- Project Coordination
- Risk Management
- Roadmap Maintenance
- Test Management
- Lead Generation
- SEO
- E-commerce Platform Management
- Operations & Administration
- Data Analysis & Reporting

TECHNOLOGY

- Salesforce
- Salesforce CPQ
- Jira
- Trello
- ClickUp
- Monday.com
- Asana
- Zoho Project Suite
- Microsoft Project
- Microsoft TFS
- Azure DevOps
- GanttPro
- Zendesk
- Power BI
- Tableau
- SoapUI
- Postman
- WordPress
- Notion
- Shopify
- Microsoft Office 365
- Google Workspace

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WORK EXPERIENCE

OPERATIONS ANALYST

Aumni Fund | October 2021 – June 2022 (9 Months)

- Supported private equity operations by managing investment contracts, coordinating with legal teams, delivering training, assisting application testing, and preparing weekly and monthly operational reports.

BRANCH ASSISTANT

AXA | June 2021 – October 2021 (5 Months)

- Handled insurance policy data, maintained Salesforce records, supported client inquiries, and coordinated administrative tasks and branch events.

JUNIOR MANAGER

The Wax Guys | February 2018 – May 2021 (3 Years, 4 Months)

- Supervised daily operations, managed inventory and equipment, prepared reports, and launched promotions and incentive programs to increase repeat business and upsells.

TECH & NETWORK SUPPORT (INTERNSHIP)

Baguio General Hospital and Medical Center | May 2017 – September 2017 (5 Months)

- Supported hospital IT systems, assisted server and network deployment for a new facility, documented procedures, and trained staff to improve system adoption and reduce support tickets.

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