

# ARYANNE JADE LOMBRES

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## Executive Assistant • Systems Builder • Content Producer

Executive assistant and systems builder with over 4 years of experience supporting founders, managing daily operations, and building backend systems for coaching businesses. Strong in CRM setup, booking and follow-up automation, newsletter production, podcast editing, audiobook mastering, course support, and client coordination. Experienced with GoHighLevel, website production, email campaigns, and content creation.

### CORE SKILLS

- Executive and administrative support
- Calendar, inbox, and task management
- Booking, follow-up, and reminder automation
- Podcast editing and audiobook production
- Course and event support
- Email sequences, newsletters, and nurture flows
- Website setup, updates, and management
- Client communication and coordination
- Forms, and workflow systems
- GoHighLevel / CRM system builds

### PROFESSIONAL EXPERIENCE

**Compassionate Results Coaching**, Spokane WA, USA

**Executive Assistant / Social Media Manager** | April 2023 – Present

- Managed daily executive support across email, scheduling, client follow-ups, and internal systems.
- Created, edited, and scheduled content for Instagram, LinkedIn, YouTube, and Facebook.
- Built and managed Mailchimp newsletters and mailing lists for client communication and launches.
- Updated and maintained the company website and landing pages.
- Supported launches, events, and client onboarding.
- Edited weekly podcast and uploaded to multiple platforms.

**Stormlife Solutions & Sovereign Light Fashion**, San Francisco, CA

**Executive Assistant / Shopify Manager** | October 2022 – May 2023

- Managed product uploads, order tracking, and fulfillment updates.
- Created and scheduled content for Facebook, Instagram, TikTok, and YouTube.
- Handled customer support messages and online store maintenance.

**Next Spike**, Las Vegas, NV

**Content Writer / SEO Assistant** | August 2021 – October 2022

- Wrote blog articles and product content.
- Edited drafts and formatted posts for publishing.
- Assisted with backlink outreach and content uploads.

### EDUCATION

**Bachelor of Science in Information Technology** – University of the Cordilleras (2018–2022)

**Bachelor of Arts in Communication** – University of the Philippines Baguio (2015–2018)

### TOOLS

GoHighLevel, Canva, CapCut, Adobe Creative Suite, Descript, Google Workspace, Mailchimp, MailerSend, Meta Business Suite, Squarespace, WordPress, Wix, Shopify, Zapier, Ticket Tailor, Claude, ChatGPT, HeyGen, ffmpeg, Amazon KDP/ACX, Notion, Asana, Trello, Slack, Reddit, Substack