

JOSHUA H. BUDIONGAN

GHL SPECIALIST | MARKETING ASSISTANT | VIDEO EDITOR

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📍 Davao City, PH, 8000

ABOUT ME

GoHighLevel Specialist focused on funnel building, CRM setup, and workflow automation, with knowledge of marketing assistance and basic video editing. Interested in helping businesses streamline lead management, improve customer follow-up processes, and support their digital marketing efforts.

EDUCATION

University of Mindanao

Jun 2019 - Dec 2024

BS in Civil Engineering - Major in Structural

PROFESSIONAL EXPERIENCE

AI Krem

Marketing Assistant

Sept 2025 - Aug 2026

- Built lead generation funnels and setting up marketing automations using GoHighLevel (GHL) to nurture prospective buyers and sellers.
- Drove online visibility through traditional search engine optimization alongside geo-targeted local search and answer engine optimization for AI search tools.
- Edited engaging property tours, promo clips, and social media videos to showcase listings and capture buyer interest.

Keller Williams Realty

Executive Assistant

Jan 2025 - Jan 2026

- Managed complex agent calendars, drafted contracts, coordinated client communications, and kept day-to-day operations seamlessly organized.
- Executed social media marketing campaigns, designed property promos, and handled basic SEO to boost online visibility and lead generation.
- Thrived in a fast-paced agency environment by independently taking on shifting priorities, client requests, and back-office tasks without missing a beat.

Baja Architects & Construction Design

Project Engineer

May 2025 - Aug 2025

- Led project management and site engineering for residential builds, ensuring delivery on schedule and under budget.
- Managed contractor schedules, site safety protocols, and daily workflow for multidisciplinary construction teams.
- Collaborated closely with design architects to translate structural blueprints into actionable, compliant construction phases.

Atlas Internation Inc.

Logistics Coordinator

Jun 2023 - Oct 2024

- Served as the primary bridge between the internal sales team and third-party logistics providers to ensure smooth communication and alignment.
- Managed daily shipment tracking, scheduling facility appointments, and comparing carrier quotes to secure cost-effective and timely delivery.
- Handled the complete processing and tracking of customer returns to resolve discrepancies and keep supply chain loops closed.

SKILLS

- Funnel Building
- Website & Landing Page Setup
- CRM Management
- Workflow Automation
- Pipeline Setup
- Form & Survey Creation
- Time Management
- Data Entry
- Problem-Solving
- Content Creation & Strategy
- Strong Communication
- Transportation & Freight Management
- Schedule Management
- Copywriting & Editing
- Video Production & Editing

LANGUAGES

- English
- Filipino