

ONUOHA JOHNNY PIUS

EXECUTIVE VIRTUAL ASSISTANT



PROFILE

I am meticulous, well-organized, and extremely flexible experienced tech-savvy that thrives at helping companies and individuals by managing a variety of remote administrative, artistic, or technical activities as a virtual assistant.

CONTACT

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- Mandaluyong City

SKILLS

- Project Management
- CRM Management
- Social Media Manager
- Calendar Management
- Appointment Setter
- Teamwork
- Time Management
- Customer Service
- Written and Oral Communication
- Critical Thinking
- Digital Marketing
- Lead Generation/Data Mining
- Graphic Design
- In-depth knowledge of GoHighLevel
- In-depth knowledge of MS/Docs

LANGUAGES

- English



EDUCATION

(2014-2018)
UNIVERSITY OF LUZON

BSc. in Information Technology

(2007-2013)
ZENITH HIGH SCHOOL



WORK EXPERIENCE

MOMENTUM MARKETING

2023 - 2025

CRM /SOCIAL MEDIA MANAGER AND LEAD GENERATION SPECIALIST

- Contributed to company growth by identifying e-commerce businesses through lead generation activities on social media platforms and e-commerce stores like Shopify, Etsy, and WooCommerce.
- Managed and scheduled campaigns on Klaviyo, ActiveCampaign, and Lemlist for E-commerce shop owners.
- Chat/Email Moderator and Client pipeline technical support
- Implemented a proactive approach to problem-solving, addressing potential issues before they impacted workflow.
- Managed Calendar, Emails, LeadCarrot, Gohighlevel, ActiveCampaign, Scheduled Meetings, coordinated communication across teams, supported project management activities, and tracked deadlines
- Graphic design for Email marketing
- Oversee market research to identify emerging trends, customer needs, and competitor strategies.
- Monitor brand consistency across marketing channels and materials.

LIFESTYLE BUSINESS QUEST (FLOWCHAT)

2020 - 2023

SAAS MANAGER/ EXECUTIVE VIRTUAL ASSISTANT

- Contributed to company growth by identifying business opportunities through lead-generation activities on social media platforms and integrating them into CRM
- Created and managed several client pipelines for different workflows and assigned templates, and responded to all messages in the CRM while ensuring the CRM was organized.
- Generated leads on all social media platforms, which included Discord
- Converted cold leads into clients using a self-evaluated strategy approved by the CEO
- Handled client onboarding calls and weekly client support calls
- Helped the company close a deal worth \$2.6 million and also got awarded a certificate for high performance.

FINDER HOUSE

JUNE-NOV. 2020

COLD CALLER

- Handled inbound and outbound cold calls
- Excellent multitasking skills .
- Collected details of potential customers after relationship building.

HOMESTEAD

2018 - 2020

CUSTOMER REPRESENTATIVE

- Expanded customer base through cold calling, networking, and relationship building.
- Maintained up-to-date knowledge of industry trends for informed decision-making during client interactions.
- Product listing and specified description of items
- Excellent Rental skills and property integrity
- Excellent multitasking skills on the company's site with computer software programs
- Appointment Setting