

RUDJAME G. ALVIZO

Remote Executive Office Assistant | CRM & Operations Specialist | U.S. Time-Zone Ready

Philippines | workwithrudjame.framer.website | Available: EST/CST overlap — fully committed to U.S. night-shift PHT

PROFESSIONAL SUMMARY

Experienced Remote Executive Office Assistant and CRM Operations Specialist currently supporting Seabreeze Landscaping LLC, a \$2M premium landscaping company. Brings direct, hands-on experience in landscaping business operations through prior executive support of Auman Landscape & Hardscape Academy's CEO. Proven ability to manage complex calendars, maintain Inbox Zero, build CRM workflows, coordinate crew and client communications, and handle payroll and reporting tasks — all remotely, across U.S. time zones. Builder of automation systems in GoHighLevel and Zapier that have measurably reduced admin burden. Trusted by multiple U.S.-based founders and leadership teams for discretion, proactive problem-solving, and operational precision.

CORE COMPETENCIES — ATS KEYWORDS

✓ Executive Calendar Management	✓ CRM Operations (GoHighLevel / SAP)	✓ Email Triage & Inbox Zero Management
✓ Client Communications & Follow-Up	✓ Workflow Automation (Zapier / Make)	✓ Proposal & Document Preparation
✓ Scheduling & Crew Coordination	✓ Lead Follow-Up & Sales Pipeline	✓ KPI Reporting & Data Tracking
✓ Vendor & Procurement Coordination	✓ Social Media Management	✓ Payroll & HR Admin Support
✓ Google Workspace & MS Office Suite	✓ Virtual Office Administration	✓ Confidentiality & Discretion

PROFESSIONAL EXPERIENCE

Executive Office Assistant

March 2026 – April

Seabreeze Landscaping LLC | Virginia, USA (Remote — EST Hours) • **CURRENT ROLE**

- Serve as the primary remote executive support for the Owner, Operations Manager, and Main Office Manager of a \$2M premium landscaping company delivering residential and commercial design/build, maintenance, irrigation, and hardscaping services.
- Manage and coordinate complex calendars for the Owner and 1–2 salespeople — scheduling client meetings, vendor calls, crew briefings, site visits, and internal leadership meetings with proactive conflict prevention.
- Serve as the primary point of contact for inbound emails, messages, and client inquiries; respond professionally on behalf of leadership, triage urgency levels, and escalate appropriately.
- Prepare and format professional documents including proposals, contracts, change orders, invoices, project summaries, weekly and monthly reports, and internal memos.
- Support project and operational coordination: track material and supply orders, update job timelines and statuses, and maintain organized digital project and client files.
- Assist with financial and accounting tasks: process vendor invoices, customer payments, expense tracking, receipt reconciliation, and preparation of basic financial reports.
- Maintain CRM and client database: update records, follow up on open leads, estimates, and proposals to support the sales pipeline and cash flow.
- Provide light HR and payroll support: track employee timesheets, assist with onboarding documentation, coordinate payroll preparation, and maintain personnel records.
- Generate and distribute regular KPI reports covering sales performance, job costing, crew utilization, and other leadership-requested metrics.
- Handle virtual office administration: coordinate digital supply orders, vendor communications, equipment maintenance requests, and organized digital filing systems.

CRM Operations & Automation Specialist

January 2026 – March 2026

The Balloon Brigade / Amazing Arthur | USA (Remote — GoHighLevel, Zapier, Google Calendar)

- Built an automated lead classification system in GoHighLevel using keyword detection and tagging — instantly separated inquiries for two brands and delivered correct pricing and service information to clients within seconds, eliminating manual sorting.
- Designed a multi-stage client journey workflow that automatically sent personalized event logistics emails once a booking reached the event stage, reducing repetitive client inquiries and admin support requests by approximately 40%.
- Engineered an automated artist dispatch system using GoHighLevel, Zapier, and Google Calendar webhooks — generated real-time mission brief notifications with event location, contact details, and parking instructions, ensuring performers arrived on time with zero manual intervention.

Executive Assistant

July 2025 – January 2026

Auman Landscape & Hardscape Academy | USA (Remote — EST Hours)

- Served as the sole executive support to the CEO of a landscaping and hardscape business, managing all business and personal operations remotely to protect executive time and maintain operational clarity.
- Owned full calendar management — maintained Inbox Zero daily and proactively scheduled up to 6 weeks ahead, eliminating scheduling conflicts and ensuring leadership focus on revenue-generating activities.
- Designed and implemented an email triage and workflow system that reduced executive time spent on email by over 80%, creating categorized labels, templated responses, and an escalation protocol.
- Coordinated travel arrangements, client meetings, crew briefings, and internal leadership check-ins; drafted professional correspondence, proposals, and meeting agendas on behalf of the CEO.
- Provided payroll support, maintained accurate digital project and personnel records with strict confidentiality, and tracked action items through to completion.
- Maintained CRM records and followed up on open estimates, proposals, and client inquiries to support the sales pipeline and cash flow.

Storm Damage Lead Strategist | Cold Call Conversion Specialist

June 2025 – October 2025

RestoreMasters | USA (Remote — CST Hours)

- Built instant rapport with property owners, managers, and decision-makers through targeted cold outreach, customizing pitches to each prospect's industry and specific pain points.
- Maintained accurate lead records in Monday.com, ensuring the sales team received well-qualified, ready-to-close leads with full context and follow-up history.
- Consistently hit KPIs and earned performance-based bonuses while operating fully remote in Central Time Zone hours, demonstrating strong self-discipline in an unsupervised environment.

Multi-City Logistics & Delivery Operations Coordinator

January 2025 – June 2025

Try Dragon | Third-Party Logistics Agency | USA (Remote — CST Hours)

- Managed and dispatched drivers across major U.S. cities — New York City, Dallas, Houston, San Francisco, Los Angeles, and Las Vegas — for a high-volume third-party logistics agency.
- Utilized Cartwheel, Onfleet, and Slack to coordinate real-time logistics, optimize delivery routes, troubleshoot delivery issues, and provide live support in a high-pressure dispatch environment.

Email Automation & Social Media Marketing Specialist

January 2025 – July 2025

Pediatric Speech Therapy Brand | USA (Remote — Part-Time)

- Designed and managed Flodesk email automation sequences for course launches and lead nurturing; set up ManyChat flows for audience segmentation and integrated with Zapier for automated digital product delivery.
- Scheduled and published social media content across Instagram; formatted branding templates and lead magnets using Canva.

Executive Assistant, Social Media Strategy Lead & Transport Operations

October 2022 – June 2025

RideBuggy | Remote

- Managed daily scheduling and route planning for luxury school bus operations; acted as a trainer for Virtual Assistants in dispatch and scheduling protocols, building internal SOPs.
- Maintained driver performance records, background check compliance documentation, and personnel records; managed social media content strategy across platforms.

Lead Qualification & Email Marketing VA

December 2023 – February 2024

SimplyB2B | Remote

- Identified and categorized qualified B2B leads, compiled detailed customer profiles, and created targeted email campaigns to support the sales funnel.

Customer Service Representative

December 2020 – September 2021

Linkserve Solutions BPO Inc. | Philippines

- Assisted clients with healthcare plan inquiries and service eligibility verification via phone, email, and chat in a high-volume BPO environment; maintained high customer satisfaction through professional, empathetic communication.

TOOLS & TECHNOLOGY PROFICIENCY

CRM & Scheduling	GoHighLevel (GHL), Google Calendar, Calendly, Asana, Trello, Monday.com, Notion, Salesforce
Communication	Google Workspace (Gmail, Drive, Docs, Sheets, Meet), MS Office (Outlook, Word, Excel, PowerPoint), Slack, Zoom, RingCentral, Microsoft Teams, WhatsApp, Telegram, Dialpad
Automation & AI	Zapier, Make (Integromat), Airtable, ManyChat, ChatGPT, Copilot, Gemini, Flodesk
Social Media	Canva, CapCut, Mailchimp, Constant Contact, Instagram, TikTok, WordPress, Wix, Framer
Finance & Admin	Basic QuickBooks, Basic Xero, Stripe, data entry, expense tracking, payroll coordination, receipt reconciliation
Logistics & Fleet	Onfleet, Cartwheel, GEOTAB, MediRoutes (route optimization, dispatch coordination, GPS tracking)
Other	VICIdial, SoWork, Figma, Kittl, GitHub, Adobe Photoshop, Final Cut Pro, OBS Studio, Streamlabs

KEY ACHIEVEMENTS

- Currently serving Seabreeze Landscaping LLC as Remote Executive Office Assistant — bringing direct, active experience managing operations for a U.S. premium landscaping company.
- Reduced executive email time by 80%+ at Auman Landscape & Hardscape Academy by designing a complete email triage and workflow system, freeing the CEO for revenue-generating activities.
- Cut repetitive client inquiries by 40% at The Balloon Brigade through GoHighLevel multi-stage automation that proactively sent event logistics information without any manual effort.
- Maintained Inbox Zero daily and proactively planned schedules 6+ weeks ahead across all EA roles — achieving zero scheduling conflicts for all supported leadership teams.
- Engineered a real-time artist dispatch automation using GoHighLevel, Zapier, and Google Calendar webhooks — ensuring 100% on-time performer arrivals through fully automated mission brief delivery.
- Trained Virtual Assistants in dispatch and scheduling protocols at RideBuggy, building SOPs that standardized operations and reduced onboarding time for new team members.

PROFESSIONAL ATTRIBUTES & COMPLIANCE

Time Zone & Availability: Fully committed to U.S. Eastern or Central Time overlap. Currently operating in U.S. night-shift PHT hours for Seabreeze Landscaping LLC, with sustained prior EST and CST engagements across multiple remote roles.

Landscaping Industry Experience: Active experience supporting Seabreeze Landscaping LLC operations, plus prior support of Auman Landscape & Hardscape Academy CEO. Familiar with landscaping business workflows, design/build terminology, crew coordination, and client communication demands of service-area businesses.

Technical Setup: Stable high-speed internet, dedicated home office, noise-canceling headset, webcam, and backup connectivity. Experienced using SoWork for remote presence accountability.

Compliance: Philippine resident authorized to work remotely for foreign employers. Background check authorized. Professional references available upon request.