

# CHRISTOPHER PASION

## CONTACT

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## EDUCATION

STI College - Novaliches

- Bachelor of Science in Information Technology

Blessed Sacrament Catholic School

- Secondary Education (3rd - 4th Year Level)

St. Joseph College

- Secondary Education (1st - 2nd Year Level)

## LANGUAGES

- English – Full Professional Proficiency
- Filipino – Native

## CORE COMPETENCIES

- Landing Page & Website Design: Shopify, WordPress, HTML/CSS, basic JavaScript
- Workflow & CRM Management: Monday.com, Salesforce, Twilio
- Data & Reporting: Excel, Google Sheets, dashboards
- Project Collaboration & Tools: Slack, Google Workspace, ClickUp, Trello, Asana
- Process Optimization & Problem Solving
- Administrative Support & Operations

## Summary

Operations & Web Specialist with experience in systems setup, data management, and digital workflows. Skilled in designing and implementing websites, landing pages, and CRM automation to optimize business processes. Fast learner with hands-on experience in digital tools, reporting, and remote team collaboration.

## TECHNICAL SKILLS

- Web & Digital: Shopify, WordPress, HTML/CSS, basic JavaScript
- Project & Workflow Tools: Monday.com, ClickUp, Trello, Asana, Slack, Google Workspace
- CRM & Integrations: Salesforce, Twilio
- Reporting & Office: Excel, Google Sheets, PowerPoint, Word
- Email & Scheduling: Gmail, Outlook, Calendly

## WORK EXPERIENCE

Lifeline 16911 Medical Incorporated

01/2023 - 04/2025

Membership Renewal Associate

- Managed CRM data entry and reporting with high accuracy.
- Prepared weekly/monthly performance reports for leadership.
- Coordinated onboarding documentation for clients, ensuring compliance.
- Suggested process improvements to enhance efficiency.
- Collaborated with leadership and team to create and launch the company's new website, contributing to layout planning, content structuring, and usability improvements.
- Assisted with workflow automation and project management using Monday.com and Google Workspace tools.
- Supported cross-functional teams remotely using Slack, Google Docs, and shared project boards

J.B. Velasco Enterprises Incorporated

01/2021 - 12/2021

Quality Assurance and Data Entry Staff

- Oversaw multi-branch operations support including payroll, records, and compliance documentation.
- Reconciled data across billing and payroll systems, ensuring accuracy and timeliness.
- Assisted with recruitment documentation, applicant screening, and scheduling.
- Organized company records, files, and templates for operational consistency.
- Provided ad-hoc operations support to help leadership focus on growth initiatives.
- Implemented small data tracking dashboards in Excel and Google Sheets to improve reporting efficiency.