

DHAEBY JOY R. OSITA

Social Media • CRM • Marketing Operations

I help businesses stay organized, visible, and connected with their customers through reliable administrative, social media, CRM, marketing, and automation support.

CAPABILITIES

Flexible support across the day-to-day

ADMIN Calendars, inbox, scheduling, files, documents, trackers, research, and client support	CRM GoHighLevel, contacts, pipelines, lead uploads, segmentation, nurture, and reporting
SOCIAL Content planning, Canva graphics, captions, reels, publishing, engagement, and analytics	CONTENT Carousels, presentations, Descript/CapCut edits, repurposing, and event support
OUTREACH Prospect, podcast, competitor, market, and audience research; outreach data support	SYSTEMS SOPs, checklists, training guides, workflow maps, and repeatable processes
FINANCE Expense trackers, receipts, authorized payments, budgets, summaries, and basic reconciliation	AUTOMATION AI-assisted drafting, prompts, CRM triggers, sequences, notifications, and repetitive workflows

STACK

Tools & readiness

GoHighLevel • Google Workspace • Meta Business Suite • Canva • Descript • CapCut • Trello • Notion • Slack • Zoom • Eventbrite • Make.com • Apps Script • ChatGPT • Gemini • Grok

3+ years of experience • full-time • flexible across EST/PST/GMT/AEST • dedicated home office • 100 Mbps fiber + 5G backup • dual-device, dual-monitor setup

CONTACT

Let's make the work easier to run

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