



JOHN DAVID BAUTISTA

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Creative Marketing
- Data Entry
- Internet Research
- Event Directing
- Admin Tasks
- Graphic Design

TOOLS

- Microsoft Office
- Microsoft Excel
- Meta Business Suite
- Salesforce
- Canva
- Google Workspace
- Adobe Photoshop/Premiere
- DaVinci Resolve
- Notion

PERSONAL PROFILE

Creative professional with 9+ years of experience in social media management, graphic design, video editing, and event coordination. Driven by a passion for arts and communication, I've led successful teams and crafted impactful digital content. As a pastor, I uphold values of loyalty, stewardship, and integrity. Proficient in tools like Photoshop, Canva, Adobe Premiere, and Meta Business Suites, I'm dedicated to delivering results that engage and inspire.

WORK EXPERIENCE

SOCIAL MEDIA MANAGERS' ASSISTANT DIRECTOR

[Crukus Virtual Staffing](#) | September 2023- May 2024

- Assistant Director of the Social Media Managers' Dept.
- Direct VA Social Media Manager for the CEO of Crukus
- Graphic Design Specialist

GRAPHIC DESIGNER/SOCIAL MEDIA MANAGER

[Let's Talk Business Podcast](#) | September 2023- May 2024

- Social Media Manager
- Graphic Designer
- Video Editor
- Engagements and Analytics Report

CREATIVE DIRECTOR/OWNER

[Pillars Virtual Services](#) | November 2023

- Social Media Management
- Community Engagement
- Community Networking
- Facebook Ads
- Lead Generation
- Administrative task

SALES TEAM LEAD/ QA

[One Health Direct](#) | 2021-2023

- Sales Representative | May 2021
- Team Leader | October 2021-August 2023
- Did Quality Assurance works, providing call feedbacks and coaching to agents.

AWARDS RECEIVED

Most Outstanding Student
Award (ASCM, 2019)

Leadership and Service Award
(ASCM, 2019)

Champion - ASCM Got Talent
(2015)

ASSOCIATE PASTOR / MUSIC DIRECTOR / MULTIMEDIA DIRECTOR

Christ Charismatic Fellowship Int'l Inc.- San Pascual | Since 2015

- Christian Education (Volunteer)
- Music Director
- Multimedia Department Director
- Voice Over Artist
- Graphic Designer
- Audio Technical Editor/Producer
- Administrative and Ministerial Office
- Member of the Council of Elders
- Head of Worship Department

PART-TIME ONLINE ENGLISH TEACHER

ACADSOC | 2018

WRITER AND GRAPHIC DESIGNER (VOLUNTEER)

One Voice Magazine | 2017

EDUCATION HISTORY

Asian Seminary of Christian Ministries

- **Bachelor of Theology - Pastoral Studies, May 2019**
- **Cum laude (GPA-92.64% or 1.5)**
- Student Body Organization Officer
- -President (2018-2019)
- -Internal Representative (2017-2018)
- -Second Year Representative (2016-2017)
- -First Year Representative (2015-2016)
- Office of Student Affairs Coordinator (2018)

Alalum National High School

- **2008-2012**

Mataas Na Lupa- Palsahingin Elementary School

- **2002-2008**