



ABOUT ME

I'm an operations manager and business systems architect based in Cebu, Philippines. For five years I've designed CRM infrastructure, AI automations, and operational backbones for businesses across insurance, coaching, lead generation, and financial services. My work sits at the intersection of strategy and execution.

CONTACT

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TECH STACK

GoHighLevel • Lovable.dev • Monday
• LeadByte • Zapier • Pabbly • Stripe
• Xero • OpenAI • Claude • Copilot •
Skool • HeyGen • Descript • Canva •
Loom • Zoom • Google Workspace •
Microsoft • 20+ more

LANGUAGES

- English (Professional)
- Cebuano (Native)
- Filipino (Native)

Jessica BORDIOS

FREELANCER

WORK EXPERIENCE

OPERATIONS DIRECTOR

Level Up Leads

2021 - 2026

- Scaled operations from a solo Virtual Assistant to a 50-person cross-functional team.
- Led the delivery of 20+ business-critical projects across five companies under the same founders.
- Designed and implemented CRM systems, automations, and lead management workflows in GoHighLevel.
- Built AI-powered voice, chat, and workflow automations using OpenAI, Lovable.dev, and modern AI tools.
- Developed production-ready GoHighLevel snapshots, pipelines, and client onboarding systems at scale.
- Managed cross-functional product launches from planning through implementation and operational rollout.
- Automated recruiting, onboarding, project management, and internal business operations.
- Served as a trusted operations partner to leadership, driving systems, process improvements, and execution across multiple businesses.
- Managed executive administration, Stripe billing, payment operations, and day-to-day business support.

SENIOR CUSTOMER REPRESENTATIVE

JP Morgan Chase

2017 - 2021

Handled high-volume client calls across customer support, online banking, fraud prevention, and general account inquiries.

EDUCATION

BACHELOR OF SCIENCE IN BIOLOGY

Central Mindanao University

2011 - 2015