



JENNIFER LOUISE GISON

A+ Digital Operations Manager

PROFESSIONAL PROFILE

I am a confident individual who believes in my ability to achieve success in anything I put my mind to. With a passion for what I do, I work quickly, positively, and efficiently, always striving to deliver the best results.

CORE QUALIFICATIONS

- Social Media Account Management
- Specialized in Canva
- Knowledge in HighLevel and other CRMs
- Knowledge in Systeme.io
- Flexible Administrative Skills
- Data Entry
- Internet Research
- Knowledge in google products, Microsoft Office and other Virtual Assistant Tools

ONLINE EXPERIENCE

The Social Scouts

Operations Manager / Social Media Manager

August 2018 -September 2023

- I do Engage with the online community and respond to comments and requests, relay community feedback to relevant internal stakeholders, serves as a community gatekeeper.
- Create SOPs, Workflows, System
- Manage CRM, Automations (Hubspot, GHL)

Texas Real Estate Group

Backoffice Specialist

June 2020 -July 2021

- I am assigned to create branded graphics for the company using Canva, schedule social media post, calculate comparables using Propstream and other online site, get ARVs, I also create landing pages, I am assigned to upload and assign leads, contact leads using Follow Up Boss.

Hyperbaric Oxygen Therapy

Medical VA

July 2021 - April 2022

- Schedule Appointment, follow up with Patients, EMR is Dr Chrono

Freedom Property Investors

Project Marketing Specialist

September 2023 - January 2024

- Create and endorse reports, manage pipeline and workflows, oversee project

Marketing Bull

Assitant to the CEO

January 2023-January 2024

- Managing company' client's CRM, Sending out Emails, Calling Prospects and Applicants, Onboarding Clients

BizBoom

January 2024 - January 2025

Operations Manager

- Set Up Hiring and onboarding process, dashboard for recruitment, managing emails and CRM (Ontraport)
- Oversee the Business and Teams

Lexicon Plumbing

January 2025 - December 2025

Assistant to the CEO

- Oversee backend of business
- Manage overall admin tasks

CONTACT

✉ gisonjennifer@gmail.com

🌐 www.thesocialscouts.com

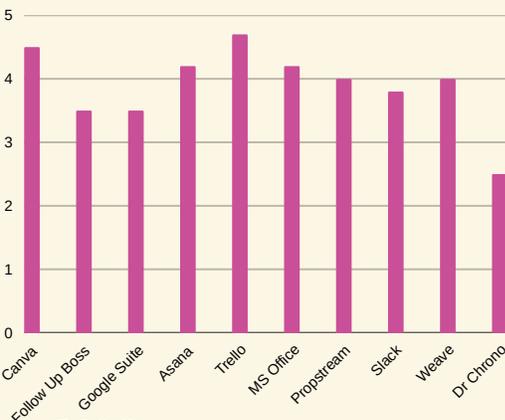
EDUCATION

BACHELOR OF SCIENCE: IN BUSINESS ADMINISTRATION

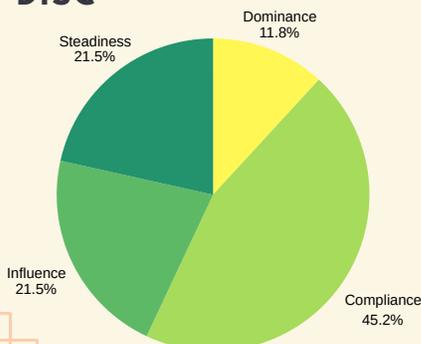
2013

CAP Online School

DIGITAL SKILLS



DISC



**EF ENGLISH
STANDARD TEST: B2**