

Princess Joem Geronimo

I turn messy work into systems that run.

OPERATIONS · EXECUTIVE SUPPORT · TECHNOLOGY · MARKETING · PROJECTS · AI

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Davao City, Philippines · Remote (US / Canada friendly)

PROFILE Technology-trained professional working across operations, executive support, project coordination, marketing and digital systems. I take unclear, scattered work and turn it into structured processes that keep moving without being chased. Experienced supporting US, Canadian and international teams across four time zones. Currently open to one long-term, full-time remote role.

- VERIFIED CREDIBILITY**
- 300+ clients supported
 - 4 time zones
 - US + Canadian client experience
 - Technology + marketing + operations
 - IT leadership experience

EXPERIENCE MAR 2022 – AUG 2026	Executive Marketing Director Los Angeles Powerboat Academy — Own full marketing strategy across channels. — Lead email and social media marketing, including nurture sequences. — Direct AI-assisted content production within the workflow. — Design and optimize the website. Marketing runs as a repeatable system across strategy, content, channels, and optimization.
MAR 2022 – APR 2026	Yacht Digital Solutions & Marketing Manager Yacht Management Services — Coordinate communication between yacht owners and service providers. — Own email marketing. — Lead the digital product side of maintenance scheduling. — Designed and developed the company website and an all-in-one maintenance portal. Scattered maintenance messages consolidated into a single request-to-completion portal.
JUN 2023 – AUG 2025	Director of Information Technology Jose Maria College of Davao City — Manage digital security and infrastructure. — Set technology vision and budget; oversee IT staff and technical operations. — Led systems integration and improved network efficiency under budget constraints. Technology managed as an operating function with strategy, budget, people, and reporting attached.
MAR 2025 – MAR 2026	Marketing Coordinator Black Hydrovac — Coordinate marketing execution and delivery alongside operations work. Marketing coordination handled alongside technical and operational responsibilities.

DEC 2020 – JAN 2026

Senior Web Developer

wrksourcing

- Design and develop client websites; maintain and secure delivered sites.
- Websites delivered end to end and kept operational after launch.

JUL 2019 – APR 2023

Technical Virtual Assistant

TaskBullet

- Managed a portfolio of 300+ clients across four time zones.
- Provided technical and development support; managed communication and delivery.
- Organized data and documentation; transitioned into digital marketing delivery.
- High-volume client requests tracked, delivered, and documented across four time zones.

DEC 2021 – NOV 2022

Lead Generation Executive

MyLandscapeAcademy

- Supported lead generation activity, record keeping and follow-up.

AUG 2021 – FEB 2022

Administrative Assistant

CivicExcellence

- Administrative support, scheduling, and documentation.

JUN 2017 – JUN 2019

Web Administrator

Children's Joy Foundation

- Administered and maintained the organization's website.

JUN 2018 – MAY 2019

College Professor

Jose Maria College

- Taught information technology subjects to beginner and non-technical audiences.

TOOLS & TECHNOLOGY
OPERATIONS

Google Workspace · Microsoft Office · CRM platforms · Project management platforms ·
Airtable · Monday.com · Asana

MARKETING

Meta Business Suite · Canva · Email marketing platforms · Analytics · SEO tools

WEB

WordPress · Web development · Website maintenance · Website security · UX / conversion
structure

TECHNOLOGY

Google Workspace · Network infrastructure · Security tooling · Systems integration ·
Troubleshooting

AI

ChatGPT · Claude · AI-assisted content production · AI research · AI-assisted workflow
development

EDUCATION

Master's in Information Technology

Graduate study in information technology

BS Information Technology

Bachelor's degree in information technology

AVAILABILITY

Available for one long-term, full-time remote role. Comfortable working with distributed
and US-based teams. Best fit: operations, executive support, special projects, digital
operations, marketing operations, and project coordination.