



EDWARD ABULE

TECHNICAL VIRTUAL ASSISTANT | AI TOOLS, CRM & WORKFLOW AUTOMATION

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LINKS

Portfolio Website

[you-are-an-expert-full-stack-iota.vercel.app](#)

LinkedIn Profile

[linkedin.com/in/edward-abule-58175139b](#)

CORE SKILLS

- Workflow automation support and testing
- CRM support, contact organization, and lead tracking
- GoHighLevel workflows for appointments, reviews, tags, and follow-ups
- Zapier, Make.com, and n8n workflow planning and documentation
- Lead capture, email follow-ups, reminders, and team alerts
- Google Workspace data organization and reporting
- AI-assisted research, content support, and task preparation
- YouTube upload support, Canva thumbnails, and basic CapCut editing

TOOLS

- Automation: Zapier, Make.com, n8n, GoHighLevel
- CRM & Platforms: HubSpot CRM, GoHighLevel, Systeme.io, Airtable
- Workspace: Google Docs, Sheets, Forms, Drive, Gmail, Calendar
- Project/Comms: Trello, Slack
- AI: ChatGPT, Gemini, OpenAI API basics, Codex
- Content: YouTube Studio, Canva, CapCut

EDUCATION

MATS College of Technology

College Level - 72 units completed

AVAILABILITY

- Full-time or part-time remote work
- Flexible and graveyard shifts
- Main and backup internet connection

PROFESSIONAL SUMMARY

Reliable Technical Virtual Assistant with hands-on training in AI tools, CRM support, digital operations, and workflow automation. Skilled in lead capture, CRM updates, email follow-ups, appointment reminders, content workflows, data organization, testing, troubleshooting, and documentation using ChatGPT, Zapier, Make.com, n8n, GoHighLevel, Systeme.io, and Google Workspace.

RELEVANT EXPERIENCE

Technical Virtual Assistant | Self-Directed Learning & Portfolio Projects

Jan 2026 - Present

- Built and documented workflows for lead capture, CRM follow-up, review requests, appointment reminders, support routing, content workflows, Gmail processing, and AI-assisted support.
- Created portfolio concept and actual workflow libraries for Zapier, Make.com, n8n, and GoHighLevel with clear workflow diagrams and project notes.
- Practiced field mapping, triggers, actions, filters, routers, testing, troubleshooting, and screenshot presentation across connected tools.

YouTube Support & Content Management

Portfolio Project | Feb 2026 - Present

- Uploaded and organized video content, playlists, titles, descriptions, tags, and channel assets.
- Created Canva thumbnails and basic CapCut edits while maintaining clear file and content organization.

Machine Operator

South Korea | 2005 - 2017

- Maintained accuracy, consistency, and quality while following strict production procedures and deadlines.
- Developed attention to detail, reliability, time management, and step-by-step process discipline.

SELECTED PORTFOLIO PROJECTS

Customer Support Ticket Routing - Make.com: Priority-based support routing using Google Sheets, Router, Slack, Trello, Gmail, and record updates.

Review Request Automation - GoHighLevel: Sends review emails, adds tracking tags, logs records in Google Sheets, and alerts the team.

CRM Lead Capture Workflow Setup - Zapier / GoHighLevel: Captures inquiries, updates CRM records, creates opportunities, notifies teams, and prepares follow-up actions.

Appointment Reminder Automation - GoHighLevel: Sends confirmations and reminders to help reduce no-shows and keep clients informed.

Systeme.io Course & Funnel System: Organized course funnels, inquiry flow, enrollment support, access pages, and student onboarding materials.

TRAINING

- Technical Virtual Assistant Online Training - Apr 2026
- GoHighLevel Workshop - Excelerate Digital Marketing (2026)
- Hands-on practice: Google Workspace, YouTube Studio, Canva, CapCut, ChatGPT, Zapier, Make.com, n8n, GoHighLevel, Systeme.io, Google Cloud basics, OpenAI API basics, and Codex-assisted website support