

CHRISTIAN DAVE CRISOSTOMO

Virtual Assistant | Web Support | Digital Designer

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SKILLS

- Virtual assistance
- Property administration support
- Website design
- Website maintenance
- Landing page design
- Backend updates
- CRM management
- Database management
- Lead generation
- Customer support
- Social media management
- Graphic design
- Logo design
- Video editing
- UI design
- Document management
- Data entry
- Online research
- Time management
- Clear communication
- Attention to detail

TOOLS

- Google Docs
- Google Sheets
- Google Slides
- Google Drive
- Gmail
- Google Calendar
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- CRM systems
- Database tools
- Canva
- Adobe Premiere Pro
- Filmora
- Website admin panels
- Content management systems
- Netlify
- Online collaboration tools

EDUCATION

BS Computer Engineering

University of Mindanao
2020 - 2022 · Two years attended

Senior High School

North Davao Colleges
2018 - 2020 · Graduated

REFERENCE

Pietro Baroni

Director of Clever Kea
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SUMMARY

Virtual assistant with experience in property support, web design and maintenance, lead generation, customer service, social media, video editing, and graphic design. Manages daily admin tasks, website updates, CRM systems, records, and business operations.

WORK EXPERIENCE

Property Specialist Assistant and Virtual Assistant

January 2026 - May 2026

- Assisted a property specialist with daily admin work.
- Managed property information, records, and client details.
- Updated CRM entries and organised documents.
- Prepared listings, reports, and marketing materials.
- Handled follow-ups and general support tasks.
- Licensed specialist handled regulated property work and client advice.

Personal Virtual Assistant and Web Support

F4 Group Limited · June 2026 - Present

- Support the General Manager with daily tasks.
- Edit the F4 website and make backend updates.
- Fix layout, content, and responsive design issues.
- Organise files, records, and business information.
- Assist with general admin and web support.

Lead Generation Assistant

Clever Kea · September 2024 - October 2024

- Promoted mobile proxy services on Reddit, Twitter, and Facebook.
- Engaged with potential customers.
- Researched and organised new leads.
- Supported brand awareness and sales activity.

Social Media Marketing, Video Editor, and Software Designer

Go Party NZ · September 2022 - December 2022

- Managed social media content and updates.
- Edited videos for online use.
- Created graphics and user interface designs.
- Supported marketing and software design tasks.

SELECTED PROJECTS

Duncan Property Management Services ■ duncanpm.co.nz

Client website for a Christchurch property management business. Built responsive pages for owners, tenants, rental properties, market updates, and enquiries.

BisdakMC ■ bisdakmc.com

Minecraft server and community site with Java and Bedrock support, account linking, player tools, shop, economy, leaderboards, and support pages.

F4 Group ■ f4.co.nz

Client website and landing page. Updated content, layouts, responsive design, features, and backend settings.

Careers Find Me ■ careersfindme.co.nz

Client website for career and employment services. Design, content presentation, updates, and responsive layouts.

Tetris Saga ■ tetrissaga.netlify.app

Browser Tetris game with responsive controls, gameplay systems, inventory, cosmetics, effects, and audio settings.

ScrabbleMee ■ scrabblemee.netlify.app

Browser word game with interactive gameplay, responsive design, and a clean interface.