



# RAMON MIKHAIL J.

DIGITAL SOLUTIONS SPECIALIST

## MY BACKGROUND

I am an experienced **automation strategist** and **project manager**. I help small businesses **streamline operations** and successfully navigate their **digital transformation** journey.

## PROFESSIONAL SKILLS

### Management and Automation:

Make + Zapier + Airtable + ClickUp  
+ Asana + Loyverse

### Digital Marketing:

Hubspot + GHL + ManyChat + MailChimp

### Content Management:

Wordpress + WooCommerce  
+ Adobe Creative Suite

### Others:

Creative Content Production

## REACH ME AT:

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## WORK BACKGROUND

### Digital Solutions Specialist

*Taktika Digital Solutions | 2023-2025*

- Analyze current processes within sales, marketing, and production teams
- Engineer and present optimized automation solutions for workflows
- Integrate systems efficiently through targeted IT solutions
- Monitor and evaluate implemented strategies

### Digital Marketing Assistant

*Dakota Ridge Marketing | 2022-2023*

- Automate media production and workflow operations
- Create multimedia content aligned with brand strategy
- Support technical execution in product and client operations

### Online Brand Manager

*Cannaroo LLC | 2019-2021*

- Oversee digital presence and create targeted social media content
- Manage and optimize eCommerce site design and visual assets
- Lead market research and execute data-driven digital marketing strategies

### Graphic Designer\*

*Froggy Idea, LLC | 2019-2021*

- Collaborate with clients on graphic design for print and digital media
- Create digital assets for web and social platforms.
- Support end-to-end production management

## RELEVANT CERTIFICATION

- Google Project Management Certificate
- Google Ads Search Certificate
- Google AI Essentials Certificate
- Hubspot Inbound Certificate

## EDUCATION BACKGROUND

### Bachelor of the Science in Electronics Engineering

*Mindanao State University - Iligan Institute of Technology 2019*

Systems Engineering and Integration + Programing Languages + Digital Logic Design  
+ Data Structures & Algorithms + Advance Layout Design