

Julio Domingo Salvador

Chief Operating Officer & Operations Leader · Executive Assistant to CEOs

MBA-track Operations · Lean Six Sigma (CSSC) · HubSpot Revenue Operations · Anthropic-Certified across 16 AI courses

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📍 Bacolod, Philippines · Remote, worldwide

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PROFILE

MBA-trained operations, marketing, and workflow leader with **5+ years** enabling founders and leadership teams to scale through streamlined systems, disciplined execution, and hands-on technical delivery. Most recently served as part-time **Chief Operating Officer** for a growing education brand (through Jul 2026), directing operations, marketing, and technology. Grew a client account from **\$70K to \$1M in seven months** and drove **\$2.1M** in marketing revenue at an average **450% ROI**. Guided by Lean Six Sigma and a Kolbe Index of 7-7-2-4 — equally comfortable running the business or building the tools that run it.

AREAS OF EXPERTISE

- Operations Leadership (COO-level)
 - Process Optimization & SOP Development
 - Workflow Automation & Integration
 - Executive & Leadership Support
 - Project & Program Management
 - Cross-Functional Team Alignment
 - AI-Assisted Web Development
 - Email Marketing & Campaigns
 - Strategic Pricing & Revenue Growth
 - CRM & Pipeline Management
 - Performance Metrics & Data Accuracy
 - Change & Systems Management
 - Lean Six Sigma Practices
 - Client Onboarding & Delivery
 - Documentation & Knowledge Systems
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PROFESSIONAL EXPERIENCE

Chief Operating Officer

MOST RECENT

Nov 2025 – Jul 2026

The Madden Academy · Remote · Part-time, 15 hrs/week

- Served as COO overseeing day-to-day operations, keeping cross-functional projects — course production, launches, and marketing — **on schedule from planning through delivery**.
- Owned email marketing strategy and campaign execution supporting course launches and audience growth.
- Led technology & automation, using AI-assisted development to independently **design, build, and deploy production marketing sites and landing pages** — removing the need for outside developers.
- Authored SOPs and workflow documentation to standardize execution and support scaling.

Assistant to the Director of Operations

Jun 2025 – Oct 2025

Simply The Coolest, LLC · Remote

- Managed **20+ cross-departmental workflows daily**, reducing escalations by 35% through process documentation and team training.
- Built an automated reporting dashboard in Monday.com consolidating real-time KPIs — enabling leadership to make decisions **3x faster**.
- Standardized SOPs and workflow templates, improving document turnaround by 28%.
- Coordinated executive calendar & strategic initiatives — 50+ monthly meetings at 98% on-time delivery.

Project Manager — Digital Marketing

Nov 2022 – Dec 2024

Fusion Marketing · Remote

- Directed **25+ multi-channel campaigns across 8 accounts**, generating **\$2.1M** cumulative annual revenue at an average **450% client ROI**.
- Grew a major client from **\$70K to \$1M in 7 months** via dynamic pricing, spend optimization, and a 62% lift in conversions.
- Built a HubSpot + Monday.com workflow that cut campaign launch time by 25% and coordination errors by 40%.

Executive Assistant / Operations Manager

Sep 2019 – Nov 2022

Iconic Vacation Rentals · Remote

- Provided C-level operational support for a **200+ property, \$85M+ AUM** portfolio — executive calendars, board meetings, and strategic initiatives with zero missed deadlines.
- Architected a Monday.com operational platform automating workflow & guest communication — response time up 42%, guest satisfaction 4.1 → 4.7/5.0.
- Optimized reporting cadence for **\$120K annual savings** and a 33% increase in booking efficiency.

SELECTED PROJECTS — DESIGNED, BUILT & DEPLOYED END TO END

Virtual Solutions VE Founder · Sole Builder

virtualsolutionsve.vercel.app

A full virtual-services platform architected and shipped solo — a marketing site plus a connected client / VE / admin portal with project management, messaging, docs, CRM, and email marketing, backed by a secure database and AI support.

Stack: Supabase · Postgres + RLS · Realtime · Vanilla JS · Vercel · Brevo · Calendly · Claude Code

Forge Web Studio Founder · Lead Developer

forgewebstudio.vercel.app

A web-design studio brand and site delivering done-for-you websites with built-in booking and quote funnels — cinematic, conversion-focused, shipped solo on a modern React stack.

Stack: Next.js 16 · React · TypeScript · Tailwind v4 · Framer Motion · Vercel

The Madden Academy COO · Operations & Systems Lead

Operating infrastructure for a high-growth online education brand — a gamified RPG course platform, 14-email GoHighLevel automation funnels, a full ClickUp PMS with SOPs, and a daily multi-platform content operation.

Stack: GoHighLevel · ClickUp · Vercel · Email Automation · Discord

Simply The Coolest — Monday.com Workflow Operations · Workflow Architect

A tailor-fit operations system built on Monday.com — cross-departmental processes mapped into one automated workspace with real-time KPI reporting, standardized intake, and status-driven automation.

Stack: Monday.com · Automations · Dashboards · SOPs · KPI Reporting

EDUCATION

BSBA, Marketing & General Management

Tañon College · University of Negros Occidental – Recoletos · Class of 2021

Business Administration & Management

University of Negros Occidental – Recoletos

High School Diploma

Colegio de Santo Tomas – Recoletos

CERTIFICATIONS & CREDENTIALS

Professional & Operations 10 CERTIFICATES

Operations Management (MBA track) MindLuster · Aug 2025

Lean Six Sigma — White Belt CSSC · Sep 2025

Revenue Operations HubSpot Academy · Dec 2025

Digital Marketing HubSpot Academy · Sep 2025

Workflow Specialist Asana · Sep 2025

CRO Analysis & Optimization Shopify · Dec 2025

Artificial Intelligence Tools MindLuster · Aug 2025

Understanding Research Methods Coursera · May 2024

Canva for Work Canva · Aug 2025

Real Estate Computations Filipino Homes · Sep 2023

AI & Claude — Anthropic Academy 16 CERTIFICATES

Claude 101 Jun 2026

Claude Code 101 Jun 2026

Claude Platform 101 Jun 2026

AI Capabilities and Limitations Jun 2026

Introduction to Claude Cowork Jun 2026

Introduction to Subagents Jun 2026

Introduction to Model Context Protocol Jun 2026

Model Context Protocol: Advanced Topics Jun 2026

Claude with Amazon Bedrock Jun 2026

Claude with Google Cloud's Vertex AI Jun 2026

AI Fluency: Framework & Foundations Jun 2026

AI Fluency for Small Businesses Jun 2026

AI Fluency for Nonprofits Jun 2026

AI Fluency for Students Jun 2026

AI Fluency for Educators Jun 2026

Teaching AI Fluency Jun 2026

TOOLS & SYSTEMS

PROJECT & OPS MANAGEMENT

Monday.com

ClickUp

Asana

Trello

Airtable

MARKETING & CRM

HubSpot

GoHighLevel

Brevo

Email Marketing

Canva

AI & DEVELOPMENT

Claude Code

HTML / CSS / JS

Supabase

Vercel

COLLABORATION

Google Workspace · Expert

Slack

Discord