

KIER JOHN BADONG

**QA ANALYST | REMOTASKS ADMIN | VIRTUAL ASSISTANT
GOHIGHLEVEL (GHL) SPECIALIST**

Cagayan de Oro, Philippines | 0915 588 5994 | kierjohn1995@gmail.com

PROFESSIONAL SUMMARY

Remote professional with 6+ years of experience across quality assurance, task review, data annotation, and administrative support, plus hands-on experience with GoHighLevel CRM. Skilled in coordinating task workflows, communicating project guidelines, and providing actionable feedback to remote teams. Organizes CRM pipelines, contact notes, and follow-up tasks to support efficient operations.

CORE SKILLS

Quality assurance and task review | Remote team coordination | Task and queue management | Data accuracy and guideline compliance | LiDAR annotation review | Onboarding and training support | Administrative support | GoHighLevel CRM | Pipeline setup | Contact and follow-up management

PROFESSIONAL EXPERIENCE

Remotasks / Scale AI | Remote | 2020 - Present

Administrative Support, Quality Assurance and Task Review

- Review tasks against project guidelines, identify errors, and provide clear feedback to improve annotation accuracy and consistency.
- Coordinate task assignments and follow up on pending work to support timely submissions and keep task queues moving.
- Communicate project updates, benchmark instructions, deadlines, and quality expectations to remote team members.
- Review LiDAR vehicle and pedestrian annotations, including cuboids, object dimensions, labels, keyframes, and interpolation.
- Support taskers with onboarding materials, workflow guidance, and clarification of changing project requirements.
- Help teams apply annotation guidance while limiting unnecessary changes to valid labels and keyframes.

GOHIGHLEVEL EXPERIENCE

GoHighLevel (GHL) Specialist

- Set up and organize CRM pipelines to manage leads and track sales opportunities.
- Configure sub-accounts and organize the GoHighLevel workspace for CRM activities.
- Maintain contact notes and create follow-up tasks to keep lead information and next steps organized.

EDUCATION

Bachelor of Science in Engineering Technology Management | 2018 - 2019

Mindanao State University - Iligan Institute of Technology

Diploma in Mechanical Engineering Technology | 2015 - 2018

Mindanao State University - Iligan Institute of Technology