

JAIRUS DY GAITE

EXECUTIVE OPERATIONS & SYSTEMS PARTNER | C-LEVEL EA

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EXECUTIVE SUMMARY

Results-driven Executive Operations & Systems Partner with 4+ years of high-level experience backing C-Suite leadership (CEO, COO, GM) across fast-paced medical supply, tech, Web3, and trading industries. Systems-minded and automation-focused, with a passion for auditing broken workflows, engineering custom AI tools, and constructing enterprise Notion hubs to eliminate administrative friction. Combines strategic C-level gatekeeping and high-stakes calendar management with technical systems implementation to scale executive bandwidth and maximize team throughput.

CORE COMPETENCIES & CERTIFICATIONS

- **Executive Operations & Gatekeeping:** C-Suite Calendar Optimization, Global Meeting Coordination, Executive Delegation Systems, Strategic SOP Architecture.
- **Systems Architecture & Automation:** Process Automation, Custom GPT AI Assistant Deployment, Automated Task Handover Systems, Prompt Engineering.
- **Platforms & Digital Infrastructure:** Notion Enterprise Architecture, Asana, Hubstaff, Discord Administration, Google Workspace, Freshsales CRM, Webflow, Shopify, Quickbooks.
- **Certifications & Language:** EF SET C2 Proficient English (79/100), Cryptocurrency Investment Certificate, Computer Programming (HTML/CSS).

PROFESSIONAL EXPERIENCE

Special Assistant to Chief Executive Officer | RKD Medical Supply *(February 2026 – Present)*

- **Executive Strategy Support:** Manage confidential executive communications, daily schedule optimization, and high-priority administrative initiatives directly for the CEO.
- **Process Architecture:** Evaluate internal operating procedures to introduce streamlined documentation and automated reporting workflows across departments.

Executive Assistant to Chief Executive Officer | ZFT Corporation *(December 2023 – Present)*

- **Special Project Management:** Directed operational execution for the 'Wealth Builder Class' series (100+ students), managing online marketplace administration, logistics, and student support.
- **Systems & Process Automation:** Architected a custom executive Notion system that automated task handover processes, significantly reducing friction in delegation.
- **AI Assistant Deployment:** Designed and deployed custom GPT-based AI assistants specifically tailored for financial traders to automate client support workflows.
- **Strategic Partnerships:** Spearheaded the Coins.PH x ZFT strategic partnership, coordinating an executive networking meetup that expanded alliance reach by 25%.

Executive Assistant to COO / General Manager | IBC Group (International Blockchain Consulting) *(August 2024 – March 2026)*

- **Career Progression:** Promoted from EA to GM (Aug 2024 – Jan 2025) to EA to COO (Jan 2025 – Mar 2026) based on exceptional operational performance.
- **C-Level Executive Support:** Managed C-Suite calendar optimization, cross-border meeting logistics, and executive communication across global time zones.
- **AI Workflow Integration:** Integrated AI-driven task management workflows, reducing turn-around time on routine executive tasks by 30%.
- **Notion & Webflow Architecture:** Built and maintained a multi-departmental reporting database in Notion to consolidate company metrics and maintain weekly Webflow updates.

Community Executive & Partnerships Manager | Decentralized Gaming Ventures *(March 2023 – November 2024)*

- **Growth & Advancement:** Advanced through roles as Moderator, Community Intern, and Community Manager to lead partnership operations in Singapore.
- **Process Automation:** Automated Discord server workflows and ticket management systems, significantly accelerating issue resolution and community efficiency.
- **SOP & Operations Architecture:** Established standardized operating procedures (SOPs), team meeting protocols, and Notion/Google Workspace tracking databases.

Executive Assistant to GM & Technical Specialist | Grab N' Grub Guam / Lyt Labs *(August 2021 – September 2022)*

- **Operations & Technical Management:** Dual-hatted as Technical & Administrative Manager for Lyt Labs while delivering operational EA support for Grab N' Grub delivery app.
- **Toolstack & SOP Administration:** Created comprehensive company SOPs and administered core toolstacks including Freshsales CRM, Asana, Hubstaff, Quickbooks, and Shopify.

Freelance Discord & Telegram Builder & Moderator | Self-Employed *(August 2021 – September 2022)*

- **Platform Engineering:** Engineered custom Discord/Telegram infrastructure for global Web3 clients, configuring security plugins, moderation bots, and support ticketing hubs.

Quality Assurance / Technical Support & Operations | Smart Apartment Data / SYKES / Sitel *(October 2016 – August 2021)*

- **Operations & QA:** Served as Quality Assurance Auditor at Smart Apartment Data; promoted to Real Time Analyst / Operations Desk at SYKES (Expedia account).

EDUCATION

Bachelor of Science in Information Technology | STI College Las Piñas (2018 – 2021)

Vocational Course, Computer System Servicing | Dr. Filemon C. Aguilar Memorial College (2015 – 2016)

Bachelor of Engineering - Computer Engineering Studies | Far Eastern University (2014 – 2015)

PROFESSIONAL REFERENCES

Available upon request (Previous references available: Logistics Manager @ RKD Medical Supply, Chief Technology Officer @ZFT Corporation, Operations Manager @ IBC Group, Accounts Officer @ SSS, Community Lead @ Gosu Gamers).