Dominic Grant Nicart

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Project manager, executive assistant and marketing head for a US fintech brand, based in the Philippines.

Calendars, billing, SOPs and people on one side. Brand, video and design on the other. I have done both since 2019, and I use AI and automation to build the tools in between.

Experience

Aug 2025 - Present **Marketing Head, Project Manager and Executive Assistant** Banrox, US fintech. Remote, offshore team

- Serves as executive assistant to leadership: calendars, reports, correspondence and strategic priorities.
- Handles billing, invoicing, payment tracking, reconciliation and payroll coordination for remote staff.
- Sets scope, timelines and deliverables across product, operations and marketing.
- Builds SOPs, playbooks and documentation that standardize workflows across departments.
- Directs strategy, content, social media and campaigns for the US market.
- Supervises virtual staff and department leads through check-ins, performance reviews and onboarding.
- Tracks marketing KPIs and prepares weekly and monthly reports for leadership.
- Built and leads a remote team in the Philippines, creating local jobs.

AI and automation at Banrox

- Helped leadership move faster with AI-drafted reports, correspondence, research briefs and SOPs.
- Helped the team automate post scheduling across social channels through the Zoho Social API.
- Helped keep bank-rate data current with AI-driven browser automation.
- Produced SaaS video ads and reels with code-built motion graphics, Higgsfield and ElevenLabs.
- Helped build banrox.com, including the Squad Card and Personal loan pages.

Sep 2025 - Dec 2025 **Cold Calling Specialist** GFI Global Financial Impact

- Outbound calling role.

Jan 2025 - Jul 2025 **Assistant Property Manager and Operations Coordinator** Darwin Homes, via Virtual Staffing Solutions. Remote

- Supported senior management on residential portfolios, including Jacksonville and San Antonio.
- Supervised a remote operations team and ran regular huddles.
- Coordinated maintenance end to end, from tenant request to vendor resolution.
- Managed tenant communications, lease concerns, disputes, move-ins and move-outs.
- Tracked occupancy and operational metrics and reported to leadership.
- Negotiated with vendors and ensured HOA and policy compliance.

Nov 2024 - Dec 2024 **Document Coordinator** Darwin Homes, via Virtual Staffing Solutions. Remote

- Did high-volume data entry for HOA and property accounts with strong data integrity.
- Organized leases, HOA correspondence, maintenance logs and financial statements.
- Reconciled balances, tracked dues and flagged discrepancies.

Nov 2023 - Aug 2024 **Graphic Designer** iCore Graphics

- Produced social media visuals, collateral, print and brand identity assets for clients.
- Turned creative briefs into finished designs through revision cycles.
- Worked in Photoshop, Illustrator, InDesign, CorelDraw and Canva.

2023 **Customer Service Representative** Mebs Tacloban

- Handled high-volume inquiries by phone, chat and in person.
- Resolved complaints and met satisfaction and SLA targets.
- Kept accurate CRM records.

2021 - 2022 **Apparel and Social Media Manager, Marketing Head** Millionaire Minds, Urban Tredz and

Unbthrd Kids Clothing Co.

- Led marketing for clothing brands, growing awareness and sales.
- Managed Facebook, Instagram and TikTok, plus paid ad campaigns.
- Designed seasonal collections and coordinated suppliers and production.
- Built influencer and brand partnerships.

2019 - 2021 **Freelance Apparel Designer and Social Media Manager** Upwork

- Delivered apparel graphics, patterns and mockups for international clients.
- Grew client audiences through content planning.
- Earned high client ratings for quality and on-time delivery.

Own ventures **Founder and owner** Alongside the roles above

- Founder, Before Nine VA Outsourcing, Tacloban City.
- Owner, Grant Nicart Creative Studios, Guiuan.
- Owner, ELEV8 APB, Guiuan.
- Freelance graphic designer since 2019.

More projects

Meta inbox automation
Helped Banrox answer customers faster with Messenger FAQs, comment-to-message flows and saved replies.

Partner outreach system
Helped Banrox find and follow up with partner businesses: a contact tracker, email templates, follow-up timing and a team workflow.

ReelKit
A local video editor that previews every template on a clip, then exports the one you pick.

Skills and education

Operations
Project and workflow management, executive and administrative support, billing and financial coordination, SOP development, performance reporting, team leadership, data entry and records, customer service and CRM.

Marketing and design
Marketing strategy and ads, social media and SEO, graphic design, public speaking. Photoshop, Illustrator, InDesign, Premiere, Affinity, CorelDraw, Canva, Blender, Figma.

AI and automation
Claude, Claude Code, workflow automation, API integrations, Higgsfield, ElevenLabs, Gemini.

Platforms
HTML, C++, PHP, React Native, Next.js, Firebase, Cloudflare, Electron, Shopify, Zendesk, photography.

Education
Information Technology, Leyte Normal University.

Languages
English, Filipino, Waray.