Charmane Dawn Javellana

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Digital Operations Specialist and Civil Engineer with 10+ years' experience helping businesses run cleaner digital operations. Also an entrepreneur.

Relevant Experience

Digital Operations Specialist, Lytt Digital ApS — July 2025 — Present

- Build websites for Danish clients, from structure and setup to launch.
- Run SEO and website operations across more than 10 websites, focused on visibility in search and AI assistants.
- Make content easy for search engines and AI assistants to read, through clear headings, schema, internal links and metadata, with human QA on every AI-assisted draft.

Digital Operations Specialist, Net Real Estate — March 2024 — Present

- Designed and developed the company website from the ground up, and lead its ongoing content, publishing, and optimisation.
- Strengthen the principal's market authority through strategic content, search visibility, and a consistent digital brand.
- Architected and oversee multiple AI bot teams (approximately 30 bots), each with a defined hierarchy, lead bot, role scopes, and workflows.
- Provide cross-timezone executive and operational support to the principal.
- CMA preparation; Dotloop & Paragon MLS support; hosting/IT vendor coordination.

Project Officer & BIM Specialist, CIM Technologies Inc.

September 2022 — 2025

- Led approximately 15 ACC implementations; supported 10+ organisations; up to three concurrent projects.
- Led a four-person technical team through discovery, configuration, UAT, training, go-live, and adoption.
- Configured Docs, Takeoff, BIM Collaborate, and Build; applied ISO 19650 principles to CDE structures.

Solution Specialist, CIM Technologies Inc. — June 2019 — September 2022

- Delivered pre-sales technical demonstrations of Revit, Civil 3D, and Robot Structural Analysis, relating product capabilities to each client's engineering and design workflows.
- Ran client discovery and workflow assessments with the sales team to scope and recommend the right Autodesk AEC solutions.
- Conducted client training, onboarding, seminars, and webinars to drive software adoption across engineering and design teams.
- Provided ongoing technical support and troubleshooting, helping users apply Autodesk tools to real project workflows.

Structural Steel Design Engineer, Tritontek Inc.

February 2015 — December 2017

- Structural steel design and analysis, connection design, drawings, take-offs, and technical documentation (STAAD.Pro, AutoCAD, Mathcad).

Publication

Influence of Alkali Treatment and Fiber Content on Mechanical Properties of PALF-Reinforced Cement-Based Composites

Materials Science Forum, Vol. 1005, pp. 65–75 · Lead author

Skills

Digital Operations
Website builds, WordPress & SEO, digital operations, process / SOPs, CRM hygiene

Systems & Methods
AI bot team management, Building Information Modeling, ISO 19650 (BSI-trained)

Web, SEO & Marketing
WordPress, Elementor, Rank Math, Google Search Console, GA4, Google Ads, Google Business Profile, Surfer SEO, Constant Contact, Canva

AI & Business Tools
ChatGPT, Grok, Google Workspace, Follow Up Boss, Dotloop, Paragon MLS

Engineering & BIM
Autodesk Construction Cloud (Docs, Takeoff, BIM Collaborate, Build), Revit, Civil 3D, Robot Structural Analysis, STAAD.Pro, AutoCAD

Selected Work

Multi-site SEO & website ops

With Lytt Digital: websites for Danish clients, plus SEO and AI visibility across 10+ sites, with structure, schema and content that search engines and AI assistants can understand and cite.

Net Real Estate digital ops

Company website built from the ground up; content and search visibility for the principal; structured AI bot teams (~30 bots) and day-to-day executive support.

ACC implementations

~15 Autodesk Construction Cloud projects at CIM Technologies — Docs, Takeoff, BIM Collaborate, and Build with adoption-minded CDEs.

Credentials

Autodesk Certified Instructor
Issued 2021 — current

BSI-trained in ISO 19650
2024: BIM Fundamentals; ISO 19650 Part 2 (Project Delivery); ISO 19650 Part 4 (Information Exchange)

Education

University of San Carlos
MS Civil Engineering (Structural)

Notre Dame of Dadiangas University
BS Civil Engineering, Magna Cum Laude