Rizki Jack

Web3 Community Manager & Moderator — Community Administrator

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PROFESSIONAL SUMMARY

Web3 Community Administrator from Indonesia (GMT+7) with experience as a Community Manager and Moderator across various Web3.0 projects. Grew a Discord community from 1,000 to 5,000+ members within a few weeks through hands-on daily moderation of communities with 5,000+ members on Discord and 2,000 on Telegram. Detail-oriented in administrative and data work, and available for remote evening and night shifts, including weekends.

WORK EXPERIENCE

Community Administrator — Community Manager / Moderator

Various Web3.0 Projects — Remote

- Grew a Discord community from 1,000 to 5,000+ members within a few weeks.
- Moderated online communities daily — 5,000+ members on Discord and 2,000 members on Telegram — keeping discussions active, orderly, and respectful.
- Welcomed and onboarded new members, answered member questions, and conveyed project information accurately.
- Removed spam, scams, and phishing links quickly through hands-on manual moderation (no bots).
- Managed community member data, including recording and regularly updating data, and coordinated with project teams online to targets and schedules requiring accuracy and consistency.

EDUCATION

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Computer and Network Engineering

SKILLS

Web3 & Community

- Discord community moderation and management
- Telegram community moderation and management
- Community growth and member engagement
- New member welcoming and onboarding
- Spam, scam, and phishing removal
- Hands-on manual moderation (no bots)
- Online community administration and data management
- Crypto wallets and blockchain

Administration & Technical

- Online data entry and management
- Microsoft Excel and Google Sheets (familiar)
- Chrome / Edge browser for administrative work
- Computer and networking fundamentals
- Beginner-level coding / programming (JavaScript, Python)
- Data double-checking to maintain accuracy
- Online written communication
- Time management and remote work discipline

LANGUAGES

- **Indonesian** — Native / Active
- **English** — Written: Strong, Spoken: Basic

AVAILABILITY

- Available to work full-time remotely / WFH
- Willing to work night shifts consistently
- Willing to work on weekends and public holidays if required