

## **PROFESSION EXPERIENCE:**

### **Search Engine Optimizer, Word Press Specialists Evolution Personal Training Boot Camp – January 2010- May 2010**

#### Responsibilities:

- In-charge on SEO, Link Building, Google Ad words and Occasional Virtual Assistant Tasks.
- Keyword Analysis, ranking and research.
- Copywriting and blogging.
- Social Bookmarking
- Building Profile Links
- Updating and maintaining various Word press Sites.
- Web Page Optimization.
- On- Page and Off- Page Optimization.
- Worked on HTML, CSS to Design and develop Websites.

### **Virtual Assistant, Webmaster Epitome Pty Ltd, December 2010 – April 2011**

#### Responsibilities:

- Hosting and email set-up.
- Word Press blog set-up.
- Web 2.0 Websites and pages set-up.
- Link building manually and with tools supplied by the Company.
- Article submission, publishing.
- Blog Post Publishing.
- Article spinning.
- Researched on Keywords for working on various sites/topics, uses the tools like word tracker, Google Keyword Suggestion tool, Keyword Discovery.
- SEO and other related services at the instruction and direction of the Company.
- Assist in Search Engine Marketing especially on internet marketing.

## **OBJECTIVE:**

To Work as Search Engine Optimization Specialist in a challenging environment.

## **EDUCATION:**

Bachelor in Computer Technology – 2010

**ACHIEVEMENT:**

Active member of CTESA, University of Southeastern Philippines

**SKILLS:**

- Excellent communication and written skills.
- Excellent knowledge in MS Office.
- Good time management.
- Flexible in any working hours given by the client.
- Aiming to meet high employee satisfaction.
- Ability to control one's environment using self- determination and the power to respond to various circumstances.
- Enthusiastic and committed to maintain quality and efficiency.
- A professional who can deliver work on time.
- Able to get along well with co-workers and accept supervision. Received positive evaluations from previous supervisor.
- Dedicated to excellent service and customer satisfaction.

**TECHNICAL SKILLS:**

- Website Development and deployment.
- Hands on Experience on HTML, DHTML, XHTML, VB Script

**SOFTWARE:**

MS Word, MS Excel, MS PowerPoint, Dreamweaver, XAMPP, MySQL Database, Adobe Photoshop, Senuke, WP direct, Drag and Drop Websites/VTE, Best Spinner, Instant Article Wizard, Sick Submitter, Market Samurai, Rapid Rewriter.

**WEB DEVELOPMENT:**

CPanel Management, CSS, Web Hosting/Domain Management, Domain Set-up, Word Press Installation, Word Press Theme Customization (Thesis Theme, i-Themes, Woo Themes), SEO (Key Phrase/Word Research, SEO Analysis and Evaluation, Back Link Strategy & Implementation.