

CHENIE AVILA NINGAS

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OBJECTIVE:

To get a job that allows me to apply my skills and provides me an opportunity of growth and fulfillment.

SKILLS, KNOWLEDGE AND ABILITIES

- Strong computer proficiency in Microsoft Office Programs
- Excellent organizational and leadership skills
- Ability to make independent decision
- Detail-oriented with ability to perform tasks under pressure
- Ability to manage time efficiently and handle multiple tasks

WORK EXPERIENCE

English Second Language (ESL) Teacher at Lingoloco (PART TIME JOB)

January 2022 – PRESENT

- Teach English skills online to Korean students with different ages and levels
- Provide verbal and written feedbacks to students
- Prepare daily assessment and monthly progress reports to help students track down their progress in all language skills' areas
- Comply with Quality Call Standards and Class Management for quality service.

Virtual Assistant at Chosen Contractor

April 2021 – September 2021

- **SLACK**
 - Create a slack channel
 - Send an invite to client's email address
 - Add members to client's slack channel
- **BACK END RELATED TASKS**
 - **GoHighLevel Set-up**
 - Create GHL account for new client and post the credential to client's slack channel

- Switch client to SAAS mode/Charge client (Twilio Fee)
 - Create Funnel and Domain (Cloudfare)
 - Update client's GHL setting (website and time zone)
 - Set up phone number, calendar, trigger and campaign configuration (add username)
 - Create Landing Page
 - Create Lead sheet and share it to client's email address
 - Zapier set-up
 - Post the landing page and lead sheet's link on client's slack channel
 - Make changes on the landing page or GHL set-up from clients' demands
- **FACEBOOK RELATED TASK**
 - Coordinate with FB team regarding the changes on client's target areas (fb campaign)
 - Set-up Zapier for lead generation campaign (FB lead form >> google lead sheet)
 - Download FB leads manually (accounts with fb page issue)
 - **WEBSITE CREATION (DASHCLICK)**
 - Help with client's website creation
 - Connect client's domain to web hosting site
 - **ADDITIONAL TASKS**
 - Give clients access to marketing portal course
 - Check COURSE client's lead sheets/ Send SMS, email and slack message to remind COURSE clients of new leads
 - Double check commissions of call center team
 - Create chargeback documents

English Second Language (ESL) Teacher at Lingoloco

January 2020 – April 2021

- Teach English skills online to Korean students with different ages and levels
- Provide verbal and written feedbacks to students
- Prepare daily assessment and monthly progress reports to help students track down their progress in all language skills' areas
- Comply with Quality Call Standards and Class Management for quality service.
- Prepare monthly exam
- ADMIN TASK: Create PowerPoint presentation/ Create Book Covers

English Second Language (ESL) Teacher at YBM Phone 'n Talk Inc.

29th floor IBM Plaza Bldg. Eastwood City, Cyberpark E. Rodriguez Ave., Bagumbayan, Quezon City

May 13, 2015 – December 2019

- Teach English skills online to Korean students with different ages and levels
- Provide verbal and written feedbacks to students

- Prepare daily assessment and monthly progress reports to help students track down their progress in all language skills' areas
- Comply with Quality Call Standards and Class Management for quality service.

SEO Link Builder at Orqueztra Inc. (Premium SEO Solutions Inc.)

30-C Chatam House, 116 Valero St. Cor VA Rufino Salcedo Village, Makati City

February 20, 2012 – March 31, 2014

- Site Improvements And On Page Optimization
 - Generate unique meta tag descriptions and keywords for specific pages of the website
 - Assess and resolve content duplicates, spelling & grammar errors and quality check of the website's pages
 - Provide suggestions to improve the website's user-engagement and marketability
- Link Building
 - Carry out the regular content and article marketing campaign
 - Promote and improve the website's link popularity through local directory, online group posting, online classified ads, press release, social bookmark, infographics, online answers, travel related forums and blog comment participation
 - Research and contact quality link partners and guest blogging resources
- Online Marketing Strategy
 - Compose and apply the new marketing campaigns for social media accounts
 - Research and implement online marketing campaigns for the website
 - Provide ideas for social media marketing campaigns
- Others
 - Regular checking of keyword rankings
 - Research for content topic requests
 - Research and study new marketing ideas
 - Post new content for the website's blog and news page
 - Monitor and Update Reports for Social Media
 - Prepare Daily and Weekly SEO Report

Marketing Research Analyst at Island Logic Inc.

Suite A 3rd Flr. Cambridge Centre Bldg., 108 Tordesillas Gallardo Streets, Salcedo Village, Makati City

November 21, 2011 – January 10, 2012

- Look for domains to promote in the database or in a specific Affiliate Network
- Check these domains to ensure they are desirable and capable of selling
- Check the domains thoroughly to ensure they meet our predefined criteria and are not violating and established policies/guidelines
- Look for the domains' affiliate program and apply
- Check pending affiliate applications
- Check email accounts for news, updates and other messages coming from the merchants
- Prepares Daily Report with work suggestions

Link Building Specialist at Island Logic Inc.

Suite A 3rd Flr. Cambridge Centre Bldg., 108 Tordesillas Gallardo Streets, Salcedo Village, Makati City
April 01, 2009 – November 18, 2011

Responsibilities:

- Link Building Activities (Manual Submission)
 - Directory submission
 - Blog Commenting
 - Forum Posting
 - Article Submission
 - Press Release Submission
 - Social Bookmarking
 - Search Engine Submission
 - Social Networking
 - Profile Linking Creation
- Perform On-Page Optimization
- Prepares Weekly and Monthly SEO Report
- Use web tools to track site traffic and ranking

ON-THE-JOB TRAINING

SEO Specialist at Kittelson & Carpo Consulting Inc.

30th floor Chatham House, Valero St., cor. Rufino St., Makati City
November 3, 2008 – March 4, 2009

OJT Tasks

- Link Building Activities
 - Forum Posting
 - Blog Commenting
 - Directory Submission
 - Social Bookmarking
 - Keyword Positioning Report
- Umbraco CMS (Content Management System) Activity

EDUCATIONAL ATTAINMENT

2005- 2009	Pamantasan ng Lungsod ng Pasig (PLP) <i>Alcalde Jose St., Kapasigan Pasig City</i> Bachelor of Science in Information Technology
2001-2005	Sta. Lucia High School (SLHS) <i>3rd St., Doña Juliana II, Sta. Lucia, Pasig City</i>
1996-2001	Manggahan Elementary School (MES) <i>Capinpin St. Manggahan, Pasig City</i>

CHARACTER REFERENCES

Available upon request

"I hereby certify that the above information is true and correct with all my knowledge and endeavor"