



GHIA BURAC, RND

CONTENT CREATOR
SEO SPECIALIST
OPERATIONS MANAGER

ABOUT ME

I am currently building my digital career as I expand my client base in different countries at the comfort of my own home.

I love that my work experience revolved around the core of every business - operations, digital and content marketing, and people management.


SKILLS

Web Content
SEO Optimization
Customer Service
E-commerce Operations
Web Research
Transcription



CONTACT

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EXPERIENCE

2020 **UPWORK**
**SEO SPECIALIST, CONTENT CREATOR,
EMAIL MANAGEMENT**

- Created original SEO-optimized web content e.g. articles, Wikipedia entries
- Constructed written materials for business operation e.g. app tutorial, manual, announcement
- Wrote product descriptions for e-commerce
- Tasked with lead building and email management as marketing strategy
- Worked with a team tasked to do on-page and off-page website optimization

2019 **MEDGROCER**
OPERATIONS MANAGER

- Led pharmaceutical operations focusing on systems development and operations efficiency. Supervised end-to-end of operations including quality control, people management, reports and documentation.

EDUCATION

UNIVERSITY OF THE PHILIPPINES - LOS BAÑOS
2006 - 2016 | BS Nutrition

MUNTINLUPA NATIONAL HIGH SCHOOL
2002-2006 | Salutatorian