

SANDRA LYN DEL ROSARIO

VIRTUAL ASSISTANT | SEO SPECIALIST

CONTACT

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- Siniloan, Laguna PH

SPECIALIZATION

- Virtual Assistance
- On-Page Optimization
- Link Building
- SEO Writing
- Photo Editing

EDUCATION & CERTIFICATIONS

SEO In-Depth Course
FVA Business Consultancy Corp.
September 2021

Go Digital ASEAN Philippines –
Philippines Program
June 2021

MSME Caravan
Google Program
September 2021

BS Hotel ad Restaurant Management
Southern Luzon State University
2011 – 2015
Lucban, Quezon PH

CAREER SUMMARY

Link Builder

Porter Law Group
December 2023 – July 2024

- Website assessment and competitor analysis
- Keyword research
- Research websites for outreach
- Utilizes tools to find and contact leads
- Reach out to possible prospects
- Manage Email and follow-ups

Link Building Associate

Team Wonk
September 2022 – September 2023

- Website assessment
- Ensure quality links for link building
- Acquire contact details for prospects
- Integrate leads to Buzzstream
- Email Outreach and follow-ups
- Email Management

Website Manager

Hudson Plastic Surgery LLC
October 2021 – January 2022

- Optimize on-page contents on website
- Do timely SEO auditing
- Research and monitor keyword performance
- Make content outline
- Edit photos and videos required for website and social media
- Monitor and improve website traffic
- Update accordingly as per Google standards

Virtual Assistant

JobTiles Ltd.
May 2021 – September 2021

- All-around Virtual Assistant under Goals Department
- Partake in creating goals for every team
- Monitor goal status for every team

References available upon request.