



Romvjaire Garcia

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SKILLS

Strategic Planning and Project Management

Data-Driven Decision Making

Effective Communication and Interpersonal Skills

Analytical and Research Skills

Strong Organizational Skills

CAREER SUMMARY

As an accomplished professional in both digital marketing and administrative support, I bring a solid background in fostering growth and problem-solving. With proven proficiency in content link building and virtual assistance, I have honed my abilities in seamless organization and efficient task management. My expertise extends to optimizing workflows, prioritizing tasks, and driving collaborative efforts within cross-functional teams.

WORK EXPERIENCE

SEO EXECUTIVE

accelerate agency

June 2024 - Sept 2024

- Create detailed content briefs to produce high-quality digital content and uploading contents on WordPress. Manual checking of page indexing to ensure that all content is properly tracked and optimized for search engine visibility.
- Conduct page-level keyword research and create single-page applications to optimize each page for targeted search engine relevancy.
- Assist in the client's monthly report by generating detailed link graph reports and keyword matrices to track link-building efforts and keyword performance.
- Knowledgeable in using SEO tools such as SemRush, Advanced Web Ranking, and Keyword Insights.

CONTENT LINKS EXECUTIVE

accelerate agency

Oct 2022 - June 2024

- Devised and executed strategic link-building strategies using Ahrefs for diverse clients and partners to enhance online visibility and authority.
- Collaborated closely with content writers to produce engaging and shareable content aimed at attracting organic backlinks.
- Proficient with project management software like Airtable and Asana.

LINKS VIRTUAL ASSISTANT

accelerate agency

Feb 2022 - Sept 2022

- Utilize GSuite tools to meticulously organize spreadsheets, documents, and calendar events. Efficiently manage data and files to ensure easy access and retrieval for the team.
- Monitor, manage, and respond to emails on behalf of our partners and clients. Maintain a professional and courteous tone in all communications.
- Demonstrate proficiency in various task management tools to streamline workflows and enhance team collaboration.
- Assist in the coordination of virtual meetings, including scheduling, sending invites, and preparing necessary materials.

DIGITAL MARKETING ASSOCIATE

Wilcon Depot

Aug 2021 - Jan 2022

- Planned and prepared digital marketing campaigns on their social media pages.
- Assisted the team in implementing marketing strategies.
- Created compelling marketing proposals, from initial concept development to final copywriting.

EDUCATION HISTORY

2017-2021

Bachelor of Arts in Communication

Far Eastern University