



CHLOE DIZON - TIOTUICO

Don Severino Street, Citicenter, Phase 1,
Pandan, Angeles City, Pampanga.

WORK EXPERIENCE

OFF-PAGE SEO

Senior Outreach Virtual Assistant

Accelerate - Agency - July 2023 - present

- Monitor and track key performance (KPIs) of personalizers
- Perform thoroughly quality checks on personalizers outputs to ensure accuracy
- and consistency
- Generate comprehensive reports summarizing feedback findings

Outreach Virtual Assistant

Accelerate - Agency - July 2022 - July 2023

- Keeping spreadsheets up to date
- Personalizing opportunities efficiency while hitting daily KPIs
- Handling huge bulk of opportunities to check and analyze
- Conducting research on relevant topics.

Link Building/Marketing Research Specialist

Vast Bridges - June 2021 - June 2022

- Develop and implement link building strategy.
- Researching and implementing content search engine optimization.
- Analyze website traffic trends and rankings using Google Analytics and other analytical tools

Sales Executive

House For Less Development Corporation - July 2020 - August 2021

- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds, and leases.
- Promote sales of properties through advertisements, open houses, and participation in multiple listing services.
- Advise clients on market conditions, prices, mortgages, legal requirements, and related matters.
- Prepare detailed budgets and financial reports for properties.

Office Administrative/Marketing Associate

Tuknangan: Pampanga Co-working Community Space - January 2020 - April 2020

- Prepare responses to correspondence containing routine inquiries.
- Perform general office duties, such as ordering supplies and maintaining records management database systems
- Prepare invoices, reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.
- Took to all social media platforms to disperse content and news.

Marketing Head

Kreme n Khao - August 2018 - September 2019

- Researching and analyzing market trends and competitors.
- Writing and delivering content and social media plans.
- Set and administer an annual marketing budget
- Monitor costs and budgets

SKILLS

- Analytical Thinking
- Flexibility and Adaptability
- Relationship Management
- Interpersonal Communication Skills
- Organizational Skills

TOOL SKILL SET

G-Suite

- Gmail
- Sheets
- Docs
- Slides
- G Drive
- Hangouts

Microsoft

- Word
- Excel
- Powerpoint
- Teams
- Outlook

- Pitchbox
- Airtable
- LinkedIn
- Sales Navigator
- Apollo

PERSONAL BACKGROUND

With over three years of experience in off-page SEO and outreach, I specialize in building and nurturing relationships with webmasters, bloggers, and influencers to secure high-quality backlinks. My expertise lies in crafting personalized outreach campaigns that boost online visibility and authority. I have a strong track record of executing successful strategies, staying updated on industry trends, and delivering tangible results. As a virtual assistant, I combine technical SEO knowledge with effective communication skills to support remote teams and drive impactful outcomes.

PREVIOUS EDUCATION

Angeles University Foundation

Bachelor of Science in Management and Entrepreneurship
March 2018

Don Asuncion Lee Integrated School

March 2014

GET IN TOUCH WITH ME

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