



# FAYE VITUG

## VIRTUAL ASSISTANT

### EXECUTIVE SUMMARY

Experienced and reliable professional with a positive attitude and a strong sense of loyalty. Versatile with in-depth SEO knowledge, consistently delivering results across various areas. Trusted by senior leadership, including the CEO, for my ability to manage tasks effectively.

### CONTACT & SOCIAL MEDIA

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### EDUCATION BACKGROUND

#### Philippine School of Business Administration (PSBA)

BSBA MARKETING MANAGEMENT, 2014

### COLLEGE INTERNSHIP

#### PHILAM LIFE INSURANCE APRIL 2014

- Assisted Sales Agents provide documents for future clients
- Finalize documents that were approved by the client
- Advise clients' payment for insurance

### SKILLS

- Admin Assistance
- Wordpress Management
- SEO Outreach
- Client Communications
- Recruitment
- Database Management

### APPS AND TOOLS

- Microsoft Office and GSuite
- Website - Weebly & WordPress
- Recruitment apps - Indeed, GoHire, GreenHouse
- Email Apps - Pitchbox and Front
- Product Management - Monday, Trello, Asana, Airtable
- SEO - Ahrefs, Majestic, MOZ
- Design Apps - Adobe Photoshop/Canva

# WORK BACKGROUND

## VIRTUAL ASSISTANT

ACCELERATE AGENCY, UNITED KINGDOM  
(APRIL 2019 - SEPT 2024)

- **Content Uploading:** Managed content uploads for multiple SaaS companies directly to their WordPress websites, including content, meta data, schema, internal links, and creating SEO-friendly URLs. Notable companies include RingCentral, BrightPearl, and ProcessBliss. Ensured content was uploaded correctly, images were properly formatted, and all SEO data was accurately input.
- **SEO Outreach:** Created email correspondence for link building, representing companies such as Sage, Paylocity, Automation Anywhere, and Dialpad. Successfully secured over 100 DR40+ backlinks.
- **Backlink Research:** Identified potential backlink opportunities by scouring the internet. Ensured high-quality standards were met, including domain rating of 40+, website traffic of 90k+, and relevance to the client.
- **Personal Assistant to CEO:** Acted as the CEO's go-to person, providing assistance in various situations as needed.
- **Recruitment:** Posted job adverts, evaluated candidate tests, and scheduled interviews for content writers and editors based in the UK.
- **Sales Assistance:** Conducted LinkedIn searches for potential clients, targeting specific customer profiles and sending SEO guides and information to prospects with the goal of securing future clients.
- **Database Management:** Used Airtable to manage off site content, ensuring domains published content correctly and all client links were live.
- **Client Communications:** Maintained regular communication with clients to ensure relationships remained mutually beneficial.
- **Administrative Support:** Performed various administrative tasks, including database cleansing, updating records, and coordinating communication across teams.

## VIRTUAL ASSISTANT

TRAFFIC LAB, DENMARK (MAY 2021 - MAY 2022)

- **Content Uploading:** Added new content to multiple WordPress websites, ensuring all updates were completed accurately.
- **Website Management:** Ensured new websites contained the correct company information.
- **Promotional Content Management:** Uploaded new promotional content to client websites.
- **CRM Management:** Maintained and updated the CRM to ensure promotional activities were accurately tracked.

## EXECUTIVE ASSISTANT

LISA BARWISE, IRELAND (SEPT 2020 - JAN 2021)

- **Social Media Management:** Posting videos and content on the Facebook group "Warrior Goddess Kettlebell Training Studio". Editing and uploading video tutorials on the YouTube Channel
- **Calendar Management:** Managing client's calendar and meetings
- **Basic Visual Content Editing**

## VIRTUAL ASSISTANT

SNAPREVISE, UNITED KINGDOM (MAY 2019 - MARCH 2020)

- **Content Upload:** Uploading A-level crash courses in Weebly
- **Data Transfer and Word Processing:** Transferring data from scanned tests to WordDocument
- **Client Communication:** Answering email inquiries for possible and existing customers

## CUSTOMER SERVICE REPRESENTATIVE

TELUS INTERNATIONAL PHILIPPINES (AUG 2014 - JULY 2016)

DELL FINANCIAL SERVICES

- **Client Communications:** Managed inbound and outbound client communications via email.
- **Email Correspondence:** Composed emails regarding data verification and client requests.
- **Document Management:** Ensured that all client-requested documents were released in a timely manner.