

# JERARD VILLENA

VIRTUAL ASSISTANT

jrrdvlln@gmail.com

+639762813274

<https://raawrd.github.io/>



A freelance virtual assistant who is proficient in handling administrative projects, including but not limited to: document creation, data entry, and social media management. Can work one-on-one with small businesses to provide flexible and affordable administrative support.

## EXPERIENCE

Data Specialist | Luxury Presence  
*March 2022 – Jan 2024*

- Website Builder
- Real Estate Knowledge
- Data Research / Entry
- SEO
- Slack, Asana, Trello, Salesforce

SEO Specialist | SweepCasinos.com  
*July 2023 – Oct 2024*

- Website Builder
- WordPress Plugins
- SEO
- Blog/Content Writer
- Keyword Research
- Competitor Analysis
- Ahrefs, Semrush, SEO toolbelt
- ChatGPT, Canva

## EXPERTISE

- Social Media Management
- Email Management
- Content Creation
- SEO
- Website Development

## SKILLS

- Admin assistance
- Email management
- Canva content/graphic
- SEO
- WordPress
- Data entry
- Making briefs for copywriters
- HTML
- CSS

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## SERVICES I CAN DO FOR YOU:

- Administrative Support
- Data Entry and Management
- Social Media Management
- Content Creation
- Research Assistance
- Creating and formatting documents
- Project Management
- Blog post writing
- Article creation
- Copywriting for marketing materials
- Basic website maintenance
- Troubleshooting technical issues
- Providing assistance with software or tools
- Calendar management
- Email organization and response
- Appointment scheduling
- Keyword research for SEO
- Competitor analysis
- Brief documents

## TOOLS I'M FAMILIAR WITH:

- Trello
- Asana
- Google Drive
- Dropbox
- Slack
- Microsoft Teams
- Toggl
- Gmail
- Ahrefs
- SEMRush
- Salesforce
- WordPress
- Later
- FB Planner
- Zooms
- SEO Toolbelt
- ChatGPT

WORK WITH  
ME NOW!

