



INIE GERONIMO

SEO & E-COMMERCE SPECIALIST

PROFESSIONAL SUMMARY

A highly talented, detail-oriented, Virtual Assistant with 4+ years of experience in SEO, E-commerce, Social Media Marketing, Project Management, Lead Generation, Content Administration, Record-Keeping, Appointment Scheduling, and other various personal assistance tasks. Skilled at building effective and productive working relationships with clients and teams. Committed to professional and personal excellence.

GET IN TOUCH

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FB page:

<https://www.facebook.com/virtualassistantgeronimoinie>

ACADEMIC BACKGROUND

Quickdesk Virtual Solutions

Virtual Assistant Online Course

- Finished 172 Hours for Virtual Assistant Training
- Received 25 Certificates

STI College manila

Cum Laude | Special Award Singer of the Year

- Secretary, English Club
- Vice President, PE Club
- President, Music Club
- Member, Dance Group
- Member, Math Club

GSIT College Bansalan(Vocational)

Medalist | Best in Trouble Shooting

- Vice President, English Communication Club
- President, Music Club
- Academic Excellence

PROFESSIONAL HISTORY

SEO/Ecommerce Specialist

BFA Digital Marketing | 2019 - 2021

- SEO Backlinker, Local Citation, Forum/Profile Backlinking, Directory Submission, Web 2.0s, Blog Comments Backlinks
- Manage Social Media Page by creating post/service using Canva
- Manage Shopify Store, Upload Products, Product Listing, Dropshipping

VA/Lead Generation

UPWORK | 2018 - 2019

- Administrative task, Generating Leads, Keyword Research, Email Marketing, Google Docs, Manage Slack
- Manage FB, Ig, Twitter account
- Boosting, create a post for ads
- Calendly, Google Calendar for client meeting

ISO Officer/ Training Pointperson

DOLE Stanfilco Inc | 2014 - 2018

- Conduct GMP Audit by Zone/Company
- Conduct Internal Audit Bi-weekly
- Present Report to the ISO Manager
- Calibration Audit All Farms
- Conduct Training/Orientation
- Set -up and Schedule meeting for all Auditors
- Encode IMS Report
- Encode Attendance thru Database
- Conduct Supplier's Audit

CERTIFICATION

- Website Designing & Development
- Appointment Setting
- Photoshop Design
- Illustrator Design
- Canva Design
- Video Editing
- Audio Editing
- Social Media Marketing/Management
- Email Marketing
- Email Management
- Content Writing
- Transcription
- E-Commerce
- Administrative Assistance
- Resume Writing
- LinkedIn Profile Writing
- Cover Letter Writing
- Product Sourcing
- Lead Generation
- Blog Management
- Project Management
- Communication Skills
- Search Engine Optimization (On-Page)
- Search Engine Optimization (Off-Page)

SKILLS

- MS Word,
- Excel,
- PowerPoint
- Canva Design
- Camtasia
- ASANA
- Trello
- BaseCamp
- Slack
- Research
- Data Entry
- Lead Generation
- Digital Marketing
- Calendar Management
- Coaching / Mentoring Skills
- Negotiation Skills
- Presentation Skills
- Photoshop Design
- SEO Backlinking
- Appointment Scheduling
- WordPress
- Web Design
- Shopify/Ebay/Amazon Product Research
- Resume Writing