



Harty Jones Narciso

CSR/SEO SPECIALIST/WEB
DESIGNER

Details

Blk 11 Lot 25 Maryland Homes 3
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Links

[Facebook](#)
[LinkedIn](#)
[Skype](#)
[Whatsapp](#)
[Onlinejobs.ph](#)
[My Portfolio](#)

Skills

Computer Skills
Excellent Customer Service Skills
Adaptability
Communication Skills
Complex Problem Solving

Profile

I am a proficient, self-motivated SEO Specialist for 5 years and a Customer Service Rep for over 9 yrs with excellent skills and successful experiences. I have a great knowledge of virtual features

As an experienced SEO Analyst, who is persistent in keeping up to date on any SEO changes by the major search engines. Adept at website development, troubleshooting website programming, and organizing website content. Specializes in public service blogs sites

I believe in hard work and honesty. I am always interested in making long-term professional relationships with my clients to ensure every project succeeds. So, if you hire me, I assure you that you will not regret your decision.

Employment History

Senior Recruiter , PSG

MAY 2022

responsible for monitoring staffing services for the organization, interviewing potential candidates in a healthcare account, and managing the onboarding of new employees. Senior recruiters evaluate various departmental operations to identify the need for hiring additional staff by communicating with senior management.

SEO Specialist | Web Designer | CSR , Personiv Philippines

JUNE 2017 – APRIL 2022

- Responsible for evaluating clients' Duda websites and developing a plan filled with action items
- Monitored scheduled and unscheduled algorithm changes to the major search engines
- Represented the company at a variety of Internet marketing seminars and symposiums
- Answering questions about a company's products or services
- Handling customer complaints
- Resolving issues and troubleshooting technical problems

Customer Service Representative , Convergys

MAY 2013 – MAY 2016

- Responsibilities assumed: (e.g., Online Payment
- Processor Maintained client accounts, Assist to
- Send Payments)
- Discussed promotions, products, and anything pertaining to better and more satisfactory service for the customer

Education

Information Technology, STI College

JUNE 2011 – APRIL 2013

- STI College is a for-profit college network in the Philippines. They primarily cater to computer science and information technology education, but also offer other courses, such as business management and accountancy

Part Time Job

Cold Calling

AUGUST 2022 – NOVEMBER 2022

Salary.com

Account Retention, Lead Generation. Lead Qualification. Lead Conversion.

References

JUDE N. REQUIZfrom**SEO PROFESSIONAL / ANALYST**

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John Jynell Capistrano Motillafrom**Executive Virtual Assistant**

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Jeffrey Lavistefrom**Virtual Assistant/Customer Service Specialist**

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Irاند Alyssa Tomofrom**Senior Web Designer**

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Janis Valenzuelafrom**Senior Recruiter**

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Courses

PRO VA SEO/CONTENT WRITING TRAINING 2022, PRO VA

2020 – 2022