




JABIE VILLACARLOS, CLSSWB & CLSSYB


Content & SEO Writer


PROFILE

Virtual Assistant with 6 months of experience in WordPress blog writing and SEO. Skilled in keyword research, on-page optimization, and content formatting. Fast learner with strong attention to detail.

CONTACT ME

 09618681691

 jabievillacarlos7@gmail.com

 Poblacion, Daanbantayan,
Cebu

EDUCATION

CEBU TECHNOLOGICAL
UNIVERSITY - DAANBANTAYAN
CAMPUS

2020 - 2025

*Bachelor of Science in
Industrial Engineering*

EXPERIENCE IN CONTENT & SEO WRITER

REMOTE | PERSONAL ASSISTANT TO BUSINESS OWNER
(LOS ANGELES-BASED STORES)
AUGUST 2024 - PRESENT

- Created and published SEO-optimized blog posts using WordPress to support the online presence of 5 local store websites
- Conducted keyword research and optimized articles for better search rankings
- Managed blog formatting, meta tags, internal linking, and content layout
- Collaborated closely with the business owner to align content with brand voice and marketing goals
- Gained experience supporting small business operations in eCommerce and digital marketing

CORE SKILLS

- WordPress & SEO Blog Writing
- Keyword Research & On-Page Optimization
- Basic Web Design
- MS Word, Excel & PowerPoint
- Remote Communication & Time Management