



Jezel Sumalinog

VIRTUAL ASSISTANT, SEO, DIGITAL MARKETER

✉ jezelsumalinog@gmail.com

📞 0948-665-0205

📍 Rasay st. Toril, Davao City

PROFILE:

- WITH STRONG ANALYTICAL
- PROBLEM SOLVING
- TRUSTWORTHY AND RESPONSIBLE
- DETAIL ORIENTED
- EYE FOR DETAILED
- CAN WORK UNDER MINIMUM SUPERVISION
- VIRTUAL ASSISTANT
- INTERNET MARKETER
- SOCIAL MEDIA EXPERT
- SEO SPECIALIST

SKILLS AND TOOLS

- CLICKFUNNELS
- GROOVEFUNNELS
- KEAP/INFUSION SOFT
- MAILCHIMP
- GETRESPONSE
- ZAPIER
- WORDPRESS
- LEARNDASH
- SEMRUSH
- AHREFS
- CANVA
- LEARNDASH
- LEARNWORLDS

🎓 EDUCATIONAL BACKGROUND

VOCATIONAL:
CALL CENTER TRAINING 100 HRS

COLLEGE 2011-2013
BACHELOR SCIENCE OF INFORMATION TECHNOLOGY

WORK EXPERIENCES

FREELANCE VIRTUAL ASSISTANT

TASK DETAILS:

- GENERAL ADMINISTRATIVE
- INTERNET MARKETER
- MANAGED SOCIAL MEDIA ACCOUNTS

DATA ENTRY

TASK DETAILS:

- ONLINE RESEARCH
- DATA RESEARCH

SEARCH ENGINE OPTIMIZATION

TASK DETAILS:

- ONSITE/ON PAGE SEO
- OFF PAGE SEO
- BACKLINKS
- KEYWORD RESEARCH
- BLOG COMMENTING

ECOMMERCE/SEO

TASK DETAILS:

- SHOPIFY - CREATE STORE AND MANAGE
- LIST ITEMS OF PRODUCTS ON EBAY
- LIST ITEMS OF PRODUCTS ON WEBSITE
- EMAIL MARKETING
- PRODUCT SEARCHING/AMAZON FBA/AMAZON FBM
- KEYWORD RESEARCH
- GET THE PROPER META DATA ON EACH PRODUCT

DIGITAL MARKETER/WEB DESIGN

TASK DETAILS:

- LANDING PAGES, SALES PAGE
- WEBSITE CREATION WORDPRESS
- PORTAL CREATION LEARNDASH/WORDPRESS
- EMAIL AUTOMATION
- CRM
- GRAPHIC DESIGN
- VIDEO EDITOR