



Joleanna Cuadra

Virtual Assistant | Email Support |
SEO Campaign Manager

Contact

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- Bislig City, Philippines

About Me

Detail-oriented Virtual Assistant with 4 years of experience supporting businesses through email management, SEO sales campaign coordination, and client services. Trusted for handling sensitive communications, maintaining accurate data, and supporting outreach campaigns using industry-standard SEO tools. Reliable, proactive, and comfortable working independently in remote environments.

Skills

- Email & Inbox Management
- Client & Customer Support
- SEO Sales & Outreach Campaigns
- Data Entry & Reporting
- Google Sheets & Google Docs
- Lead Tracking & Follow-Ups
- Research & Prospecting
- Clear Written Communication

Education

- SENIOR HIGH SCHOOL GRADUATE**
Science, Technology, Engineering, and Mathematics
Mother of Mercy Academy | 2017 - 2019
- BACHELOR OF SCIENCE IN CIVIL ENGINEERING**
4th Year Student
North Eastern Mindanao State University | 2020 - 2024
- CAREGIVING**
De Lasalle John Bosco College | 2024 - 2025

Experience

- SEO Campaign Manager / Administrative Support**
Remote | 2024 – Present
 - Managed SEO sales and outreach campaigns, including lead tracking, follow-ups, and reporting.
 - Provided administrative and virtual assistance to multiple clients.
 - Handled daily email communications and client inquiries with professionalism and accuracy.
 - Assisted with keyword research, competitor analysis, and backlink prospecting using Ahrefs and SEMrush.
 - Maintained campaign data and reports using Google Sheets.
 - Supported clients and internal teams to ensure campaigns stayed organized and on schedule.
- Virtual Assistant / Email Support Specialist**
Remote | 2022 – 2024
 - Managed email support, data entry, document preparation, and online research.
 - Organized files and maintained records using Google Docs and Google Sheets.

References

Daryl Bush

The Blueprints Inc. / COO
Email: daryl@theblueprints.net

Jessa Alinghawa

The Blueprints Inc. / Account
Manager
Email: jessa@theblueprints.net