



LEMUEL JOHN BERNADAS

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SUMMARY

Detail-oriented SEO Virtual Assistant with a technical foundation in Computer Science and a professional certification in SEO Specialization from the University of California (Coursera). Expert in data management with a Microsoft Office Specialist: Excel Associate credential. Proven ability to handle high-volume work including data entry, research, and process optimization with 100% accuracy. A proactive learner eager to apply technical research skills and analytical thinking to support data-driven SEO strategies.

RELEVANT PROJECT EXPERIENCE

Technical SEO Audit & Keyword Research Project

- Conducted a comprehensive mock audit of a website to identify crawl errors, broken links, and mobile usability issues.
- Performed competitive keyword gap analysis to identify high-volume, low-competition opportunities for content optimization.

PROFESSIONAL EXPERIENCE

Virtual Assistant Dispatcher

June 2025 - March 2026

AM Call Care Services

- Managed real-time technician databases with extreme attention to detail, ensuring zero errors in highstakes service scheduling.
- Implemented new dispatch workflows that reduced technician idle time by 15%, demonstrating an ability to improve efficiency in repetitive tasks.

CERTIFICATIONS & EDUCATION

Bachelor of Science in Computer Science

Mapua Malayan Colleges Mindanao

August 2023 - March 2025

- Specialized in Software Engineering

SEO Specialization (Professional Certificate)

Credential ID: MRDUOMRYGG88

University of California, Davis (via Coursera)

- Mastered fundamentals of Keyword Research, On-page SEO, Technical Site Audits, and SEO Reporting.
- Gained theoretical proficiency in industry tools: Google Search Console, Ahrefs, and SEMrush.

Microsoft Office Specialist: Excel Associate (Excel and Excel 2019)

Credential ID: 995588263

Microsoft (via Credly)

- Validated professional-level proficiency in managing large-scale datasets and automated reporting through PivotTables and logical formulas to ensure 100% data accuracy.

SKILLS

Technical Skills

- **Technical SEO:** Site Audits (Screaming Frog), XML Sitemaps, Robots.txt, Page Speed Optimization.
- **Data & Research:** Competitor Keyword Gap Analysis, Search Intent Mapping, Lead Prospecting.
- **Tools:** Google Search Console (Advanced), Google Analytics 4, Ahrefs, SEMrush, WordPress/CMS.

Soft Skills

- Communication skills
- Active listening
- Teamwork and cooperation
- Proactive Learning
- Adaptability and flexibility
- High Attention to Detail
- Analytical Thinking
- Initiative and willingness to learn
- Written English Proficiency.