



# Maricris Tigbao

## ABOUT

I am an experienced virtual assistant of more than 14 years. I have worked with several people and companies in the past. Most of my work experienced are working on administrative tasks such as doing research, gathering data, and managing databases for client outreach.



+6392619.9279

mtigbao866@gmail.com

<https://www.linkedin.com/in/maricris-tigbao-a1b06437/>



Iligan City, Philippines

## EXPERTISE

Email / Chat Support

Client Outreach

Email Management

Database Management

Research

Providing Administrative

Support

## EDUCATION

**HIGH SCHOOL DIPLOMA**  
**| 2003**

BALOI NATIONAL HIGH SCHOOL

## PROFESSIONAL EXPERIENCE

**Jan 2022 - May 2023**  
**WISEMOVE LONDON,**  
**UK**

### DIGITAL MARKETING ASSISTANT

Email management  
Research and compile data  
Database management  
Editing and uploading blogs on the Wisemove platform  
Respond to support tickets via FreshDesk  
Email outreach to build links

**Sep 2021 - Jan 2022**  
**VAST BRIDGES**  
**JACKSONVILLE, FL**

### FREELANCE RESEARCH SPECIALIST

Targeting high-quality, niche-focused URLs for Search Engine Optimization (SEO) /backlinks outreach via Ahrefs

**April 2019 - April 2020**  
**DIGITAL RESOURCE**  
**WEST PALM BEACH,**  
**FL**

### CONTENT WRITER

SEO Content Writer

**Feb 2019 - March 2019**  
**REACH DIGITAL**  
**BLOOMINGTON, MI**

### CONTENT WRITER

SEO Content Writer

**April 2017 - March 2018**  
**IX SOLUTIONS**  
**CHICAGO, ILLINOIS**

### SALES DEVELOPMENT SPECIALIST

Lead Generation  
Reaching out to potential customers through email outreach

Marieris Tigbao

## LANGUAGES

English  
C2 Mastery

Filipino  
Fluent

Bisaya  
Mother Tongue

## SKILLS

Google Suite

Cision Point

Google Analytics

BuzzStream /SendGrid

Asana / Basecamp

Google  
Webmaster Tools

HubSpot

ActiveCampaign

AnymailFinder

Slack / FreshDesk

Monday.com

GMass / Mail  
Merge

May 2012 - Sep 2016  
**AUDIENCBLOOM**  
SEATTLE,  
WASHINGTON

### DIGITAL MARKETING ASSISTANT

Providing general digital marketing support.  
SEO Support Specialist  
PR and Client Outreach  
Link Removal Projects  
Guest Blog Prospecting  
List Building  
Email Marketing Campaigns

May 2011 - Sep 2011  
**KELLER WILLIAMS**  
REALTY  
MIN, MINNESOTA

### FREELANCE WRITER

SEO Content Writer for Real Estate

Feb 2012 - April 2012  
**ECLIPSE SEO**  
GUELPH, CANADA

### FREELANCE WRITER

Freelance SEO Content Writer

Oct 2010 - Oct 2011  
**FIND ME LOCAL**  
LONDON, UK

### GENERAL VIRTUAL ASSISTANT

Amazon / eBay Customer Support  
Writer  
Processing Customer Orders from eBay and  
Amazon  
Social Bookmarking  
Blog Commenting  
Manual Video Submission  
Social Media Marketing  
Article Directory Submission  
Asana  
Forum Posting  
Lead Generation  
Search Engine Optimization (SEO) Assistant

Dec 2008 - May 2010  
**TSJ**  
ILIGAN CITY

### INTERNET MARKETING ASSISTANT

Blogging  
Keyword Research  
Market Research  
SEO Content Writer  
PLR eBook Editor  
Administrative Assistant