MICHAEL JOHN ANTONE

WORDPRESS DESIGNER | SEO | VIRTUAL ASSISTANT

CONTACT

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📍 Eastern Visayas, Philippines

🌐 https://mjantone.com

WORDPRESS DESIGN SKILLS

- WordPress Theme & Plugin
- SEO & Speed Optimization
- Page Builder (Elementor)
- Security & Maintenance
- Basic HTML/CSS
- Responsive Design

SEO SPECIALIST SKILLS

- Keyword Research
- On-page & Backlinks
- Technical SEO
- Content Optimization
- Analytics, Auditing, and Reporting

VIRTUAL ASSISTANT SKILLS

- Organization & Management
- Communication & Client Support
- Data & Research

REFERENCE

Michael Tan
Founder | Instructor | DevOps Engr
Learn Technology Today
https://learntechnologytoday.net

PROFILE

A skilled professional with a strong background in Virtual Assistance since 2017, complemented by more recent expertise in WordPress Design and SEO. I excel at managing daily operations, enhancing website performance, and driving business growth. As a highly organized remote worker, I am skilled at managing multiple contract-based projects and consistently delivering high-quality results.

WORK EXPERIENCE

Wordpress Designer + SEO   *March - April 2025*
Deploy Learning (Contract Role)

- Built and customized WordPress sites with Elementor for diverse clients.
- Designed user-friendly, responsive, and visually appealing layouts.
- Developed WooCommerce stores for seamless e-commerce functionality.
- Optimized websites for improved visibility and performance.

Wordpress Professional Developer   *2022 - 2024*
Learn Technology Today (Internship)

- Built and customized WordPress sites with Elementor for diverse clients.
- Designed user-friendly, responsive, and visually appealing layouts.
- Developed WooCommerce stores for seamless e-commerce functionality.
- Optimized websites for improved visibility and performance.

Virtual Admin Assistant   *2020 - 2024*
Contract Role

- Used Crayon.co (competitive intelligence software) to monitor multiple websites daily to track changes in design and content.
- Compare website versions to identify updates and inconsistencies.
- Compiled detailed reports on changes for client review.

Virtual Real Estate Assistant   *2020 - 2022*
Contract Role

- Posted apartment listings on Apartments.com, Facebook, and Zillow.
- Monitored listings and updated to improve visibility.
- Assisted in managing inquiries and responding to potential tenants.

Lead Generation Specialist   *2017 - 2020*
Contract Role

- Researched and gathered potential client information from various sources.
- Verified and validated contact details to ensure data accuracy.
- Assisted in identifying high-quality leads to support business growth.

EDUCATION

Bachelor of Science in Information Technology
Major in Programming   2014-2019
Southern Leyte State University