



## CONTACT ME AT

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## TOP SKILLS

- Web Designing
- Social Media Management
- Digital Marketing
- SEO Optimization
- Graphic Designing
- Technical Support

# SYRINE DEO

## A+ VIRTUAL ASSISTANT | WIX WEB DESIGNER

### PERSONAL PROFILE

Specialising in WIX web development and design. With expertise in web content editing, and front-end, and back-end troubleshooting, excels in optimising websites for SEO, managing Google AdWords campaigns, and improving Google ranking.

Effective in collaboration with clients and stakeholders, committed to continuous learning, staying updated on industry trends, and implementing robust security measures for enhanced online experiences.

### WORK EXPERIENCE

#### IT Specialist

Flexi-Tribe  
April 2023 - (Part-time)  
Australia

- Wix Web development and design
- Update and manage website content (Wix and WordPress)
- Implement front-end solutions
- Provide technical support
- Conduct SEO, keyword research, and on-page optimization

#### IT Onboarding Specialist

Automated Wealth Management  
November 2022 - April 2023 (Full-time)  
USA

- Ensures all the IT support behind outsourcing the internal clients to the subcontractors.
- Creating buyer accounts (eBay, WM, Amazon), different software registrations, and progress tracking management regarding all IT tasks.
- Set up proxy browsers and monitor proxies status

## WORK EXPERIENCE

### **E-commerce Web Designer**

Automated Wealth Management  
February 2022 - November 2022 (Full-time)  
USA

- Responsible for designing an e-commerce site using a template in WordPress, WIX and Shopify

### **Wix Web Designer**

Upwork | October 2021 - December 2021 (Part-time)  
USA

- Responsible for re-designing an existing site

### **E-commerce Wix Web Designer**

Splace | April 2021 - September 2021 (Full-time)  
Davao PH

- Responsible for implementing visual elements that users see and interact with in a web application.

### **Web Content Editor**

Lion Rank & Converge, Upwork | February 2021 - July 2022 (Part-time)  
USA

- Supervise visual layout of content
- Adhere to SEO rules
- Responsible for the content and images used on a website

### **Digital Marketing Specialist**

IYBS Local Digital Marketing & Consultancy Agency | April 2019 - February 2021 (Part-time)  
Renton, WA 98058, USA

- Design, build and maintain our social media presence
- Design digital media campaigns aligned with business goals
- Execute all digital marketing, including email, social media, and display advertising campaigns
- Update website contents

### **Web Developer Coach**

QUICKDESK VIRTUAL SOLUTIONS | November 2018 - March 2021  
TRES DE MAYO, DIGOS CITY

- Train students to build their own dynamic websites by teaching them basic HTML, CSS/BOOTSTRAP, JAVASCRIPT, and PHP programming languages
  - Present lessons in a comprehensive manner and use visual/audio means to facilitate learning
  - Create and distribute educational content
  - Provide individualized instruction to each student by promoting interactive learning
  - Assess and record students' progress and provide grades and feedback

## WORK EXPERIENCE

### **Freelance Graphic Web Designer**

March 2018 - July 2018 (5 months)

- Execute all visual design stages from concept to final hand-off to engineering.
- Conceptualize original website design ideas that bring simplicity and user-friendliness to complex roadblocks
- Conceptualizing visuals based on requirements
- Creating images and layouts by hand or using design software
- Testing graphics across various media

### **I.C.T. SHS Instructor**

STI COLLEGE - DAVAO | JUNE 2017 - MARCH 2018 (10 MONTHS)

#506 J.P. LAUREL AVENUE CORNER ACACIA, DAVAO CITY

- Present lessons in a comprehensive manner and use visual/audio means to facilitate learning
- Provide individualized instruction to each student by promoting interactive learning
- Assess and record students' progress and provide grades and feedback
- Collaborate with other teachers, parents, and stakeholders and participate in regular meetings
- Plan and execute educational in-class and outdoor activities and events
- Develop and enrich professional skills and knowledge by attending seminars, conferences, etc.
- These are ff. subjects I Handle;
  - Java programming language
  - Database management (MS-SQL)
  - Media Information Literacy
  - Technology Empowerment

### **Data Miner - Intern**

CALLBOX ASIA PACIFIC | NOVEMBER 2016 - FEBRUARY 2017 (4 MONTHS)

METRO DAVAO

- Provide support in applying technical and business process expertise through the collection and reporting of organizational metrics.
- Data mining from multiple sources to create integrated views that can be used to drive decision making.

## EDUCATIONAL HISTORY

### **STI College - Davao**

Bachelor of Science in Information Technology| (2014 - 2017)

### **QuickDesk Virtual Solutions**

Information Technology | (2018)

- 88-Hour Virtual Assistant Training and Coaching Program

#### RECENT WORKS

- <https://www.pickupcouriers.com.au/>
- <https://www.westerncotransport.com.au/>
- <https://www.mandurahsteel.com.au/>
- <https://www.epiccsolutions.com.au/>

#### My Portfolio Site

<https://deosyrine12.wixsite.com/syrinedeoprofile>