

Shirley Bongbong

Consolacion, Cebu 6001, Philippines

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Email : upon request

Qualifications Summary

Administrative and Customer Service

- ❖ Focus and can handle multi tasks.
- ❖ Sound knowledge of electronic emailing systems and high initiative on the use of online search engines for research.
- ❖ Analytical and handles escalated situations well.
- ❖ Fast learner, self-motivated, flexible and a team player.
- ❖ Efficient in inventory recording and monitoring.

Bookkeeping

- ❖ Competent in administering accounts payable/ receivables.

Marketing

- ❖ Understands white labeling, affiliate marketing, and drop shipping
- ❖ Articulate with good marketing skills.

Writing

- ❖ Can write articles with syntax for auto submission to article directories using the best spinner software.
- ❖ Proficient in thesis/dissertation research and writing.
- ❖ Proficient in writing student essays.
- ❖ Proficient in writing resumes.
- ❖ Has proven ability to produce timely and quality essays and articles.

Search Engine Optimization

- ❖ Proficient in social media (Google Plus, Facebook, LinkedIn, Twitter etc.)
- ❖ Creative and can write powerful website content, articles, and blogs.
- ❖ Maintains and handles several Wordpress blogs including tweaking of Wordpress templates and codes
- ❖ Understands meta tags, keyword optimization, keyword density, traffic, and tools for keywords research Google Keyword Planner.
- ❖ Capable of embedding simple HTML codes on websites.
- ❖ Knowledge on organic search engine optimization.
- ❖ Knowledge on link building.

Personal Strength

- ❖ Patient, committed, self-starter
- ❖ Willing to learn more internet marketing techniques and try new strategies to increase website traffic

Employment History

Marketing my own services online

Work at home Virtual Assistant Philippines and Freelance Writer (November 2006 to present)

Services offered:

1. Writing (academic essay, articles, blogs, resumes)
2. Research
3. Transcription (business and general)
4. Data Entry
5. Admin Support (offline and online)
6. Customer Service
7. Inbound Call Center (Homebased)
8. Virtual assistant/online marketing assistant/online research assistant

9. SEO assistant

Other services offered (depending on the niche)

SEO Link Building and Article Submission for SERPS Positioning and Website Ranking

Responsibilities:

1. Generate high quality article backlinks through article submission, forum participation, and blog commenting.

Metaklika LLC. – DE, USA

Virtual Admin & Customer Service Manager (homebased), 2010 to 2014

Allied Banking Corporation - Cebu, Philippines

1. Cebu- Consolacion Branch, New Accounts Clerk II, Jan. 18, 2002 to June 30, 2007 (retired)

2. Cebu- Jakosalem Branch, Signature Verifier, June 1, 1999 to January 17, 2002

3. Cebu- Colon Branch

a. Signature Verifier/ Loans Processor, Dec. 1, 1995 to May 31, 1999

b. New Accounts Clerk, Sept. 1, 1989 to Nov. 30, 1995

June 13, 1989 to August 1989 (contractual)

Vitarich Corporation, Baloy, Cagayan de Oro City, Philippines, Traffic and Shipping Supervisor, Feb. 4 to April 4, 1989

National Semiconductor (HK) Distribution Ltd.- Philippines Branch

(formerly Fairchild Semiconductor (HK) Ltd.) MEPZ, Lapulapu City, Cebu, Philippines

1. Export Traffic Planner, April 19, 1988 to February 4, 1989

2. Industrial Engineering Trainee, April 18, 1987 to June 11, 1987

Education and Training

Bachelor of Science in Industrial Engineering, Magna Cum Laude, University of San Jose Recoletos, Magallanes St., Cebu City, Philippines, 1983- 1988

Master of Science in Management Engineering, University of San Jose Recoletos, Magallanes St., Cebu City, Philippines, Nov. 1989 – Mar 1990 (only 9 units earned and stopped)

Computer Operations, Asian Computer Institute, Colon Street, Cebu City, Philippines, Oct. 1990 – Jan. 1991

Graduate Program in Industrial Relations (School of Labor and Industrial Relations – Solair), University of the Philippines, Cebu City, Philippines, Jun 1999 – Oct 1999 (9 units earned and stopped)

MS Access Programming, AMA Computer Learning Center, M.C. Briones Street, Mandaue City 6014, Cebu, Philippines, Apr 1988 – Feb 1989

Engineering Training Program (in-house class training), National Semiconductor Corporation, MEPZ, Lapulapu City, Cebu, Philippines Apr 1988 – Feb 1989.

Systems Management Training (in-house class training), National Semiconductor Corporation, MEPZ, Lapulapu City, Cebu, Philippines Apr 1988 to Feb 1989.

Customer Service Workshop, Allied Banking Corporation, June 7-8, 1997.

Signature Verifications Seminar, Allied Banking Corporation, October 1995.

Lotus and Basic Computer Operations Seminar, June 1-15, 2002 Informatics Computer Institute, Cebu- SM Branch.

Anti Money Laundering Seminar, Allied Banking Corporation, March 12, 2005.

Fraud Seminar, City Sports Club, Sinulog Ballroom, Cebu Business Park, Cebu City, July 30, 2005.

References

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