



SHIEN C. DORDAS

SEO SPECIALIST

SUMMARY OF QUALIFICATIONS

- Good at SEO: finding keywords, improving pages, fixing technical issues, and getting links.
- Can build and manage websites using WordPress, HTML, and CSS.
- Knows how to make websites load faster, work well on phones, and easy to use.
- Understands how websites are built, how to use schema, and basic hosting setup.
- Good at solving problems and thinking clearly.
- Communicates well and works nicely with others.
- Always willing to learn new things about SEO and website building.
- Pays close attention to details and works hard. Works well with a team and helps reach shared goals.

Contact



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Purok 1A, Kudanding, Isulan, Sultan Kudarat

Education

- **International School For Advance Genuine Education, 2023**

- Driving NCII

- **Green Valley College, 2019 (SHS)**

- TVL (Automotive)

- **Bambad National High School, 2017**

- **Kudanding Elementary School, 2013**

Work Experience

SEO VIRTUAL ASSISTANT 2023-Present A9 Marketing

- **SEO Basics:** Did keyword research, optimized meta descriptions and image alt text, and updated content for target keywords.
- **Tools & Optimization:** Used Google Search Console, fixed broken links, supported basic link building, and tracked rankings and traffic.
- **Content & Teamwork:** Helped create SEO-friendly blog posts, worked with a team, and learned SEO best practices.

Web Developer 2024-Present 1st Rank Media

- **Website Development:** Built and updated sites using WordPress, HTML, and CSS; improved design, layout, and mobile performance.
- **Site Management:** Updated pages, managed hosting settings, added schema markup, and enhanced site structure.
- **Teamwork & Learning:** Collaborated with a team to meet deadlines and continually learned new web development tools and techniques.