

RONALD R. SARTE

Dumaguete City, Philippines



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Summary

Experienced on following fields of Web Services and other online freelancing services: WordPress Management Expert, WP-customizing and Development, SEO, SMM, SEM, Marketing, Virtual Assistant, Admin Assistant, Project Team Leader, Back Office Freelancer (Documents keying specializing OBO process), Online Freelancer for Hire.

Experience



Digital Marketing Manager

Digital Nest California

May 2021 – February 2022

Web Services Provider



WordPress Management, VA, SEO, Admin Asst., Online Marketer, Business Entrepreneur, SME

Independent Online Freelancer (Home Based only)

Jan 2009 - Present (12 years 7 months +)

My responsibilities include: WordPress Management Expert, WP-customizing and Development, SEO, SMM, SEM, Marketing, Virtual Assistant, Admin Assistant, Project Team Leader.



Back Office

ECEnterprises Group Manila, Inc.

Nov 2020 - Jul 2021 (9 months)



Customer Service Representative

SPi Global (Relia, Inc.)

Nov 2016 - Nov 2020 (4 years 1 month)

PLDT - CSO Dept. (CSR Agent under PLDT - Billing / Products and Services Local Account)



Sales and Marketing Manager

Mullen Enterprises

Jun 2018 - Jan 2020 (1 year 8 months)



OBO Process One Passer / QA / Data Services Group Agent

QUALFON PHILIPPINES, INC.

Jun 2013 - Jan 2015 (1 year 8 months)

Quality Assurance on keyed client's documents, such as taxes, mortgages, liens, and other property documents report in OBO Process

Education



Asian College, Dumaguete City

Bachelor's Degree, Bachelor of Science in Computer Science and Technology

1997 - 2002

- REPRESENTATIVE OF WEBSITE DESIGNING CONTEST (1ST PLACER)
- SCHOOL CAMPUS DANCER
- MEMBER ALPHA OMEGA FRAT. /SOR. (SILLIMAN UNIVERSITY CHAPTER)

Licenses & Certifications



Google My Business Certification - Google Ads

Skills

Online Advertising • Email Marketing • SEO • Social Media Marketing • Social Networking • Social Media • E-commerce • WordPress • Web Design • Online Marketing