



# ACE JAMESLEY DOYSABAS

SEO Specialist / Virtual Assistant

Hey, I'm Ace!

I work as Virtual Assistant to help business owners save 10x their time by handling their small, tedious online tasks efficiently. I accomplish their tasks smoothly so they can work on what matters most.

Here are some of the tasks I can do:

- Search Engine Optimization to enhance your website's organic traffic
- Managing WordPress Websites (Uploading articles, Creating Images)
- Creating Social Media Images (Quotes, posters)
- Managing Email campaigns (Convertkit, Mailchimp)
- Manage Pinterest Accounts (Tailwind)
- Manage LinkedIn Profile Account -Build engagement and Trust via Social media platforms
- Improve Customer Relations (through Customer support, Refunds, etc)
- Build click funnel sites for Membership programs
- Manage youtube accounts (edit videos, create thumbnails, Inserting Captions, write descriptions)
- Create Lead Magnets
- Gather data for Efficient Business Strategy and Decision Making



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## Expertise

- SEO Specialist
- Virtual Assistant
- Social Media Manager
- Lead Generator

## Experience

### PINOY HOMEBASED DEFINITIVE AND DEFT SOCIETY

#### Intern

##### **Email Marketer**

- Generated 100 leads and provided email sales copies following a 5-phase Email Marketing strategy, from Awareness to providing Offers.
- Helped clients reach out to prospects needing online support through targeted email campaigns.

##### **Social Media Manager**

- Managed social media accounts for PHDADS, one of the largest online contractors in the Philippines.
- Monitored engagement, wrote content, and designed graphics aimed at educating readers.
- Conducted follow-throughs on social media engagements to enhance interaction and reach.

### PINOY SEO

#### Intern

##### **SEO Specialist**

- Worked with client XM Dental.
- Top search engines driving traffic: Google and Baidu.
- Achieved impressions and clicks for brand keywords like 'XM Dental Clinic' and SEO keywords such as 'affordable dental clinic in Iligan City' and 'best dental clinic in Iligan City'.
- Top organic landing pages: Homepage and Teeth Dentures pages.
- Targeted SEO keywords: 'affordable dental clinic in Iligan City' and 'best dental clinic in Iligan City'.