



CONTACT ME AT

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SKILLS SUMMARY

- Social Media Management
- Content Writing
- Graphic Design
- Google My Business Management
- Website Designer
- Digital Marketing
- SEO Specialist

AWARDS RECEIVED

 Excellence in Programming
(2019)

TOOLS I USE

- | | |
|---|---|
| <input checked="" type="checkbox"/> Canva | <input checked="" type="checkbox"/> Asana / Basecamp / Trello |
| <input checked="" type="checkbox"/> Capcut | <input checked="" type="checkbox"/> Simplified / Jasper AI |
| <input checked="" type="checkbox"/> Localo | <input checked="" type="checkbox"/> Meta Business / Buffer |
| <input checked="" type="checkbox"/> ChatGPT | <input checked="" type="checkbox"/> Mailchimp / Hubspot |
| <input checked="" type="checkbox"/> Wix | <input checked="" type="checkbox"/> Zutrix |
| <input checked="" type="checkbox"/> Wordpress | <input checked="" type="checkbox"/> SEMRUSH / AHREFS / GOOGLE |
| <input checked="" type="checkbox"/> Squarespace | KEYWORD PLANNER / MOZ |

GLORY ANN CALOYON

SEO Specialist + Web Designer

PERSONAL PROFILE

Age: 24 years old

Birth date: August 28, 2001

Address: 188 Sunflower St Buhangin, Davao City, Philippines

WORK EXPERIENCE

SEO Specialist

Torrance, California | June 2019 - October 2023

- Manage Social Media Marketing
- WordPress Content Management
- SEO Specialist
- Google My Business Manager
- Web Designer
- Digital Marketing
- SEO Manager/Team Manager

Social Media Manager | Freelance

Melbourne, Australia | May 2023 - June 2023

- Manage Social Media Marketing
- Create Social Media Posts/Contents

SEO Specialist | Freelance

California | 2023 - Present (Remote)

- SEO (on-page, GMB, backlinks)
- Social Media Management
- Web Design (Wix, Squarespace, WordPress & Shopify)
- Email Marketing & Content Writing
- Virtual Assistance
- Graphic Design

General Virtual Assistant | Freelance

Los Angeles, California | August 2023 - November 2023

- Online research
- Administrative Task

E-Commerce Manager | Freelance

Torrance, California | July 2024 - August 2024

- Managed a client's Shopify website
- Google Advertising
- Microsoft Advertising
- General Virtual Assistance
- Social Media Management