



JEANLY M. CLAPERO, LPT.

SEO | Administrative Assistant | Teacher

CAREER OBJECTIVE

Ready for a challenging career with a progressive organization that provides an opportunity suitable to my skills and abilities.

Work Experiences

SEO Support Specialist

AdOnPH INC

3rd Floor Cartalitz Building, P. Pacana St, Capistrano St, Cagayan de Oro, 9000 Misamis Oriental, Philippines

- Familiarity with SEO tools like Google Analytics, Google Search Console, SEMrush, LookerStudio, Yoast SEO (for WordPress) SEOquake, MozBar and Google PageSpeed Insights
- Experience in generating regular SEO reports with key performance indicators (KPIs) such as organic traffic & keyword rankings
- Stay updated with the latest SEO trends, algorithm changes, and industry best practices.
- Monitor website traffic and keyword rankings.
- Technical SEO Skills - Knowledge of website performance optimization, including page speed
- Keyword Research and Analysis - Proficiency in using keyword research tools like SEMrush
- On-Page SEO Optimization - Skill in optimizing meta tags (title tags, meta descriptions)
- Off-Page SEO Techniques - Knowledge of disavowal processes and Understanding of the importance of backlink quality
- Content Marketing Skills - Ability to create high-quality, engaging content tailored to target audiences.
- Familiarity with website builders such as Squarespace, WordPress, Wix, Beaver Builder, Divi, GoDaddy, Webninja and Bigcommerce
- Generate regular SEO reports and provide insights to improve organic search performance.
- Monitor your backlink profile regularly to identify and disavow any toxic or spammy links that could harm your SEO efforts.
- Submit your website to high-quality web directories and business listing using your niche.

Administrative Assistant

AdOnPH INC

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- Sorting and Filtering of data in Excel and Spreadsheets
- Creating digital and brochure campaigns
- Making blogs in WordPress
- Giving reviews in Google my Business (GMB)
- Using basic photoshops
- Creating QR Codes
- Respond to emails for Australian clients
- Manage various social media & marketing platforms, account set up, client data send. resends, Op-outs
- Maintain spreadsheets and records
- Data entry and order/subscription processing

Customer Service Representative

Teleperformance CDO (T-MOBILE ACCOUNT)

Centrio Mall, 2/F Capt. Vicente Roa St, Cagayan de Oro

- Answer customer inquiries, resolve issues, and provide information about T-Mobile products and services
- Assist customers with device and service-related technical problems, offering step-by-step guidance and troubleshooting solutions.
- Manage customer accounts, process billing inquiries, and facilitate upgrades
- Adhere to company policies, procedures, and compliance standards to ensure the security and privacy of customer data.

Contact Info

📍 Zosima Gaboa St, Patag, Cagayan de Oro City

✉️ jmabao17@gmail.com

☎️ 0936-224-6604

🌐 <https://www.linkedin.com/in/jeanly-clapero-349666213/>

📘 [jeanly.mabao](#)

Educational History

PHINMA-COC (2018)

BACHELOR IN SECONDARY EDUCATION - MAJOR IN ENGLISH

Seminars & Trainings

- Local SEO Course - SEMrush
- SEO CERTIFIED - HubSpot
- SEO Principles-Basic SEO -SEMrush
- Google Analytics Certification
- Certificate on How to Master Local Keyword Research
- Keeping Track of Trends and Updates in SEO - SEO II
- AI-Powered Performance Ads Certification
- AI-Powered Shopping ads Certification
- Google Ads - Measurement Certification
- Google Ads Apps Certification
- Google Ads Creative Certification
- Google Ads Display Certification
- Google Ads Search Certification
- Google Ads Video Certification
- Grow Offline Sales Certification
- Film Analysis Seminar
- Marketing Yourself Effectively
- Critical Thinking Questions
- Singaporean Math Seminar
- Teaching Literary Analysis
- Power Up with 3cs toward Quality Education
- 2020 Census for Housing and Population (Supervisor's Guide)
- Machine Processor and Data Validation (2020 CPH)
- Digital Marketing SMBs Certification
- Certificate for Google Digital Garage
- WordPress Training

Awards Received

- Dean's Lister (2017-2018)
- Dean's Lister (2015-2016)
- Customer Service Representative TOP NPS Contributor (Dec 2018 - Feb 2019)

References

Leni R. Rodrigo

Admin Officer Team Lead
ADON GROUP PH
0936-884-9432

Kersteen C. Actub

SEO Specialist Team Lead
ADON GROUP PH
0935-537-2088