



VIC B BUTA JR

SEO SPECIALIST



Cagayan de Oro City



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ABOUT ME

I am an experienced professional with proven track record in the digital industry, equipped with a versatile skill set spanning data entry, SEO, SMM (Social Media Management), and content creation. With a diverse background as an Electrical Engineer with experience in solar PV, fire protection services and had three-year track record in data entry, I bring a keen eye for detail and a solid foundation in data management and analysis to the table.

My specialization in SEO positions me as a proficient hand in enhancing online visibility and driving precise traffic to digital content. I strive to increase organic traffic, improve search engine visibility, and ultimately boost the website's overall performance to drive sustainable growth and achieve the client's business objectives.

Let's join forces to harness my expertise and experience in data entry, SEO, and Amazon product research, with the goal of propelling your business to thrive in the ever-evolving digital landscape.

DIGITAL EXPERIENCE

SEO Specialist

June 2023 - Present (PINOYSEO)

- Managing Keyword Research and Analysis
- Implementing On-Page Optimization
- Develop link building and outreach
- Performance tracking and Reporting

Social Media Manager

February 2022 - Present (BFP)

- Content Strategy and Creation.
- Community Engagement and Growth
- Data analysis and optimization
- Analytics and Reporting

Data Entry/Search Engine Evaluator

November 2021 - December 2022
(Remotasks, Fivver, Upwork)

- Data Accuracy and Quality Assurance
- Efficient Data Processing
- Data Organization and Management
- Confidentiality and Data Security

WORK EXPERIENCE

Fire Officer 1

October 2018 - Present
Bureau of Fire Protection

- Assess structures for compliance with fire safety codes, regulations, and standards, ensuring the safety of occupants and property by identifying and mitigating fire hazards and recommending necessary improvements.

Sales Engineer

March 2017 - October 2018
HIDROMAC

- Prepare and deliver technical presentations explaining products or services to customers and help clients solve problems with installed equipment.

Technical Engineer

November 2016- March 2017
Solar Systems

- Provide technical support to the engineering team in executive Solar PV projects.

PERSONAL SKILL

Analytical Thinking



Photo/Video Editing



Web Design



Content Creation and Marketing



Problem-Solving Abilities



EDUCATIONAL BACKGROUND

Bachelor of Science in Electrical Engineering Misamis University

June 2011 - April 2016

- President - Institute of Integrated Electrical Engineers- MU Student Chapter (S.Y. 2015-2016)
- Vice President - Institute of Integrated Electrical Engineers- MU Student Chapter (S.Y. 2014-2015)

Information Technology

Mindanao University of Science and Technology

June 2011 - April 2013

- Awarded Certificate of Proficiency

TOOLS USED

Google Search Console **ahrefs** **HOSTINGER**

Google Analytics **Google** **Screamingfrog**

slack **OpenAI ChatGPT 4.0** **SEMRUSH**

Ubersuggest **WordPress** **Google Sheets**

Wondershare Filmora **Canva** **zoom**

WORK FROM HOME SET-UP

- Processor: Intel(R) Core(TM) i5-7200U CPU @ 2.50GHz 2.70 GHz
- RAM: 8GB
- Noise-canceling earphones
- Web camera
- <https://www.speedtest.net/result/15276785326>



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CERTIFICATES/SEMINARS

