

IZZA RUBY MAE GUMAPAC



City Address:

Purok Acacia Tres de Mayo,
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Contact Information:

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Teams: Ruby Gumapac

Web: izzagumapac.wixsite.com/rockruby

Personal Information:

Nickname: Ruby

Gender: Female

Birthday: November 4

Nationality: Filipino

Test Taken:

English Spelling Test: <https://prnt.sc/grh0si>

IQ Test: <https://prnt.sc/grgxub>

English Proficiency Test: <https://prnt.sc/grgxjy>

DISC Personality Test: <https://prnt.sc/grgvbv>

Training

88-Hour Virtual Assistant Training Certificate URL: <https://prnt.sc/grh3qs>

Training Course:

Course 1 Certificate URL: <https://prnt.sc/grh43y>

Word Processing, Spreadsheet, and Cloud Computing

Course 2 Certificate URL: <https://prnt.sc/grh4nc>

Social Media Marketing

Course 3 Certificate URL: <https://prnt.sc/grh4wb>

Social Media Management

Course 4 Certificate URL: <https://prnt.sc/grh551>

Search Engine Optimization

Course 5 Certificate URL: <https://prnt.sc/grh5qw>

Administrative Assistance

Course 6 Certificate URL: <https://prnt.sc/grh61j>

Graphic Design

Course 7 Certificate URL: <https://prnt.sc/grh6am>

Video Editing

Course 8 Certificate URL: <https://prnt.sc/grh6i5>

Wix Web Designing

Course 9 Certificate URL: <https://prnt.sc/grh6ol>

WordPress Web Designing

Course 10 Certificate URL: <https://prnt.sc/grh6yr>

Email Marketing

Course 11 Certificate URL: <https://prnt.sc/grh76x>

Making Online Portfolio and Guiding on How to work Online

Course 12 Certificate URL: <https://prnt.sc/ihmc8z>

Customer Service Skills Training

Skills

- Email Management
- Calendar Management
- Video Editing
- Data Mining
- Email Mining
- Research
- Data Entry
- Spreadsheet Presentation
- Word Processing
- Powerpoint
- Database Management
- Records Management
- Email Marketing
- Newsletter Creation
- Social Media Management
- Social Media Marketing
- Content Optimization
- WordPress Designing
- Backlinking
- Link Building
- Guest Post
- SEO Outreach
- SEO (On-Page and Off-Page)
- Landing Page Design
- Private Blog Network (PBN)
- Google My Business (GMB)
- Yoast SEO
- Internal Links SEO
- Administrative Assistance
- Community Manager
- YouTube SEO
- Canva
- Google Analytics

EDUCATIONAL BACKGROUND:

High School

School: Saint Therese College of Science and Technology

Coverage: June 2011 – April 2014

College

School: Mats College

Coverage: June 2013 – March 2014

ONLINE JOB EXPERIENCE:

Divian LLC

Project Manager

March 2025

Tika Sells Florida

Social Media Manager

January 2025 – May 2025 Part – Time

Peacey System

Social Media Manager

January 2025 – May 2025 Part – Time

Exceptional Path

Personal Assistant –

September 2024 – January 2025 Part-time

ProSearch Group

SEO&Email Marketing Assistant

February 2023 – March 2025

The Cold Plunge Store

SEO Virtual Assistant

May 2023 – May 2024

My Virtual Scribe

Medical Virtual Assistant

October 2023 – June 2024

Freight Gruntz

General Admin

January 2023 – March 2023 Part-Time

The Driveway Company

SEO General Virtual Assistant

July 2020 – July 2023

Parklin Law

SEO Legal Virtual Assistant

October 2022 – January 2023

Ebike Generation

Ecommerce SEO Virtual Assistant

December 2021 – November 2022

Overland Junction

SEO Backlink

July 2022 – September 2022 Part -Time

The Bone Law Firm

Customer Service

May 2022 – July 2022

The Sterling Firm

Personal Assistant/ Project based

December 2021 – April 2022

PixelSoft

Virtual Research Assistant

September 2021 – January 2022

Vyana Infant Massage

YouTube SEO/Google Analytics

August 2020 – December 2020 Part – Time

Six Figure Business Coaching

Virtual Assistant

September 2020 – November 2020 Part – Time

Digital Serp

Lead Generation

April 2020 – July 2020 Part – Time

Search Shark

Virtual Assistant

August 2019 – November 2019 Part – Time

Canty Digital

SEO Virtual Assistant

February 2019 – August 2019

Winning INTL

Data Entry

September 2019 – February 2019

BestPriceResume INTL

Chat Support/Customer Service

July 2018 – August 2018

Monily.PH

Content Writer

June 2018 Part – Time

DevriX

SEO Link Building

April 2018 – August 2018

Rapid Cash Advances, Inc.

Outbound Sales

April 2018 – January 2019

VeggieFoodies

Data Entry

March 2018 – May 2018 Part – Time

Dalia Sales & Marketing, Inc.
General Admin Virtual Assistant
Data Entry
February 2018 – September 2018

Upwork
Email Marketer Part – Time
February 2018 – June 2018

Upwork
Social Media Management
January 2018 – June 2018

Upwork
Lead Generation Specialist
December 2017 – April 2018 Part – Time

Personal Reference:

Mick Young
The Driveway Company
CEO
United Kingdom, England
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Ray Saintil
Divian LLC
CEO
Florida, United States
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