

JERRY R. MAGDADARO JR., CLSSYB
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[Portfolio link](#)
[Introduction Video](#)



PROFESSIONAL SUMMARY

Administrative and Digital Operations Professional with experience supporting business operations through SEO, WordPress website management, basic social media management, documentation, inventory systems, and process-driven workflows. Skilled in organizing digital assets, managing SEO implementation, maintaining accurate records, and using AI-powered productivity tools to improve operational efficiency. Combines eight years of structured operations experience with hands-on digital marketing training to support service-based businesses. Applying the essence and concept of work progress and profitability.

WORK EXPERIENCE

Innovationhub Digital Marketing Services

Cebu City

Oct. 15,2025 to March 31,2026

SEO / Link Building Assistant

Duties:

- Support backlink campaigns for landing pages and brand pages to strengthen off-page SEO efforts.
- Supported website visibility initiatives through structured link building activities aligned with SEO objectives.
- Contributed to ongoing search optimization projects while following established SEO workflows and best practices.

Noels Letchon Philippines

Talisay City Cebu

March 1 to 31 2025

WordPress Website Designer (Project)

Duties:

- Built an SEO-ready WordPress website using Elementor for improved usability and search optimization.
- Structured website pages to support business presentation and online visibility.
- Delivered a functional website aligned with project requirements and SEO readiness.

Family Laundry Philippines

Cebu City Bootcamp

Jan.11 to Feb.15, 2025

WordPress & SEO Specialist (Bootcamp Project)

Duties:

- Conducted keyword mapping, website audits, benchmarking, and SEO analysis as part of a hands-on optimization project.
- Applied on-page and off-page SEO techniques to improve website optimization.
- Prepared SEO reports to document findings and recommended improvements.

Surface Technology International-Philippines

Lapu-Lapu City

Jan 5, 2016 to Oct 9, 2024

Warehouse Operations Staff

Duties:

- Managed SAP transactions for receiving, picking, and releasing inventory while maintaining accurate inventory records.
- Processed electronic components using established storage procedures and product specifications to support operational accuracy.
- Supported daily warehouse workflows through documentation and inventory system updates.
- Contributed to efficient warehouse operations over an eight-year tenure in a structured manufacturing environment.

EDUCATION

University of San Jose - Recoletos

Corner P. Lopez and Magallanes Streets

Bachelor of Science in Business Administration Major in Operation Management (ETEEAP)

Cebu Institute of Technology-University

N. Bacalso Avenue, Cebu City - (Undergraduate)

Bachelor of Science in Civil Engineering

PROFESSIONAL DEVELOPMENT

February 2025	WordPress and SEO Bootcamp
February 2025	Social Media Management for Effective Marketing: Mastering Social Media for Business Growth
February 2025	Strategic Marketing and Business Management 101: Effective Marketing Plans, Prepare Winning Pitch Decks, and Analyze Campaign Statistics
March 2025	16hrs Principles of Graphic Design University of the Philippines Open University
May 2025	16hrs Business Analytics Concepts and Frameworks University of the Philippines Open University
June 2025	16hrs AI Essentials: Theory and Practice University of the Philippines Open University
March 2025	2 Day Training Ethical Hacking and Pentesting Crash Course: AN Introduction to Ethical Hacking, Penstesting, and Cybersecurity
March 2025	Certified Lean Six Sigma Yellow Belt

TOOLS FAMILIARITY

Google Analytics & Google Search Console
Screaming Frog SEO
Semrush

Ahrefs
Ubersuggest
copyscape.com
pagespeed.web.dev
sslshopper.com
sitecheck.sucuri.net
rich snippets testing
siteliner.com
brokenlinkcheck.com
Canva
Capcut
AI tools
Buffer
Asana

PLUG-INS FAMILIARITY

Yoast SEO
Rank math
Duplicate page
Imagify
All-in-One WP Migration and Backup
Duplicate Page
Elementor
Simple Custom CSS and JS
Starter Templates
Wordfence Security

TECHNICAL SKILLS

Documentation Management
WordPress SEO and Elementor builder
Process Coordination
Data Entry
Digital File Organization
Business Documentation
Social Media Support
Content Optimization
Prompt Development

AWARDS

Surface Technology International-Philippines
Lapu-Lapu City-year 2020
Best Warehouse staff

HOBBIES

Reading Books
Cooking
Write Poems and Spoken Word Poetry
Running & Vlogging

DEVICE SET-UP AT HOME

Model: Acer Aspire Lite 15
Processor: Ryzen 7 5700U
RAM:16GB DDR4
Storage:512 SSD
WIN11 Home and AMD Radeon GPU
<https://www.speedtest.net/result/1833955717>