



# MARY JANE RODRIGUEZ

## CONTENT WRITER

Dynamic content writer with a strong track record of crafting compelling, SEO-optimized content tailored for diverse audiences. Committed to driving engagement and conversion through strategic storytelling. Eager to leverage expertise in a forward-thinking organization to elevate brand presence and impact.

### CONTACT

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📍 San Pedro, Laguna, Philippines

🌐 [coinraket.com](http://coinraket.com)

👤 [My profile](#)

### TOP SKILLS

- SEO Knowledge
- Research Skills
- Adaptability
- Writing and Editing
- Content Management Systems
- Social Media Acumen
- Analytical Skills
- Time Management
- Communication Skills

### SOFT SKILLS

- Attention to detail
- Time management
- Organization
- Teamwork/collaboration
- Flexibility

### RELEVANT EXPERIENCE

#### CONTENT WRITER

We Write Remotely | Revolve Digital (Feb - May 2024)

- Write articles, guides, blogs, swipes, email campaigns, etc.
- Use Neuronwriter to optimize articles for SEO ranking.
- Manage WordPress website

#### CONTENT WRITER

Your Lifestyle Business | The Working Traveller (Oct 2023 - Jan 2024)

- Content gap analysis
- Write articles, guides, blogs, swipes, email campaigns, etc.
- Use Surfer SEO to optimize content.
- Manage WordPress website

#### CONTENT WRITER

3Verses Digital (Oct 2022 - Aug 2023)

- Manage WordPress website
- Write articles, guides, blogs, swipes, email campaigns, etc.
- Manage Social Media accounts

## EDUCATION BACKGROUND

### PROVA GVA TRAINING WITH CERTIFICATE

General Virtual Asistant

- Completed in 2022

### LAGUNA SCIENCE & TECHNOLOGY COLLEGE

B.S. Computer Science

- Completed in 2013

## RELEVANT EXPERIENCE

### LOCALIZATION AND TRANSLATION SPECIALIST

Cwallet (former CCTip) | 2023

- Translate and localize content in Filipino language, ensuring accuracy and cultural relevance
- Work closely with content teams to understand project requirements and deadlines

### COMMUNITY MODERATOR

Habit Trade Brokerage | 2022

- Maintain the reputation of the business.
- Promote a strong and positive community
- Respond to questions from the community in Telegram and Discord
- Protect the platform from inappropriate content.