



# ANGELLE MARIE GARCIA

WordPress | Ecommerce | Graphic | Support

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Lucena, Quezon Province, PH

## SKILLS & TECHNICAL PROFICIENCIES

- **Web Development & Design:**
  - HTML, CSS, JavaScript, PHP, MySQL, WordPress, WooCommerce, Shopify, Wix, BigCommerce, Astra Pro, GeneratePress, Elementor Pro, DIVI, WPBakery, Adobe Photoshop, InDesign, Express, Canva
- **Digital Marketing & E-commerce:**
  - Email marketing, social media management, affiliate marketing, product research, listing, SEO, Google Analytics, Google Search Console, Google My Business, ClickFunnels, Square, Etsy, Amazon, eBay, Afternic, Flippa, Chowly
- **Project Management & Organization:**
  - Professional and administrative skills, organizational and time management, critical and creative thinking, communication, customer support
- **Content Creation & Optimization:**
  - YouTube content research, OpenAI, ChatGPT, Claude, Machined.ai, ZimmWriter, Frase, Quillbot, Article Fiesta
- **SEO Tools & Analytics:**
  - Yoast, RankMath, Keyword Cupid, Ahrefs, SEMrush, Moz, SpyFu, BuzzSumo, KeySearch, LowFruits, Keywords Everywhere, Page Optimizer Pro, GTMetrix
- **Version Control & Hosting:**
  - GitHub, Docker, Render, HostArmada, SiteGround, Namecheap
- **Automation & Integration:**
  - Zapier, MAKE, Buffer, Omnisend, Tawk.to, Manychat
- **Collaboration Tools:**
  - GSuite, MS Office, Basecamp, Notion, ClickUp, Airtable, Meta Business Suite

## WORK EXPERIENCE

Sr. E-commerce Developer 2022 -2024

**Digital Media Butterfly | Waco, Texas | Remote**

- Designed and customized e-commerce sites using WordPress, Shopify, Elementor, Divi, WooCommerce, and MemberPress.
- Managed product listings, ensuring SEO optimization for better visibility.
- Developed and maintained custom membership directories and handled data sync via Zapier.
- Provided ongoing client support, resolving issues related to site functionality, plugins, and SEO performance.
- Performed regular site maintenance and optimizations to improve user experience and site performance.

Social Media & Support Assistant 2022 -2023

**Wiki-licious | Anchorage, USA | Remote**

- Design and post engaging content, including stories, reels, and posts, across social media platforms (Facebook, Instagram) to increase brand visibility and customer interaction.
- Monitor and respond to customer inquiries through business accounts on platforms like Facebook, Instagram, and Square Messages, ensuring quick and effective support.
- Proofread and manage email campaigns using ClickFunnels to promote products, services, and special offers to enhance customer engagement and drive sales.
- Oversee orders and customer requests across delivery platforms (DoorDash, Grubhub, UberEats), ensuring accurate and timely responses.

Wordpress Specialist 2020-2023

**Amberstar Media Ltd | Birmingham, England | Remote**

- Started as a versatile virtual assistant, managing both starter and advanced website projects. Prioritized tasks, coordinated teams, and ensured timely delivery of web solutions for various clients.
- Designed eye-catching visual assets, including website banners, eBooks, workbooks, infographics, and social media graphics. Helped establish and maintain strong brand identities across digital platforms.
- Transitioned into customer support, providing prompt, friendly, and efficient assistance via email, live chat, and support tickets. Troubleshot issues, answered inquiries, and ensured high customer satisfaction for WordPress users and e-commerce clients.
- Developed and managed custom WordPress sites, implementing themes, plugins, and integrations. Focused on optimizing site performance, ensuring smooth functionality, and maintaining an exceptional user experience.
- Managed online stores, implemented affiliate marketing strategies, and optimized product listings for SEO to drive traffic and sales. Provided ongoing support to customers and clients with product inquiries and order management.
- Leveraged web development skills to identify, acquire, and improve websites for resale. Managed the full website flipping process, including site upgrades, content optimization, and marketing strategies to increase website value.
- Conducted comprehensive SEO audits, implemented on-page and off-page strategies, and used tools like Google Search Console and Analytics to track site performance and enhance search engine rankings.
- Acted as the main point of contact for clients, ensuring clear and effective communication, timely updates, and resolving any technical issues or queries related to WordPress sites and online businesses.

Local SEO & Social Media Designer 2020 -2022

**Jmax Digital Solutions | New York, USA | Remote**

- Created graphics for Google My Business (GMB) profiles to enhance local search visibility.
- Designed social media visuals to boost brand presence and engage local audiences.
- Optimized graphics for local SEO, ensuring alignment with location-based keywords.
- Maintained a consistent visual identity across all social media channels.