

KURT MARVIES VALENCIA

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About

An aspiring link builder. A tech savvy, risk taker, and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

Work Experience

VIRTUAL ASSISTANT

RealOffers Cash, LLC

June 2020 - July 2021

- Collecting contact information from prospective buyers.
- Disposition Services
- Works closely with the Chief marketing Officer.

FREELANCE LINK BUILDER

August 2021 - December 2021

- Outreach and negotiation with website owners.
- Guest posting and link insertion.

LINK BUILDER

Triplage Media LTD

May 2022- Present

- Link Building Assistant
- Article optimization
- Generating Articles

Educational History

BACHELOR OF SCIENCE IN INDUSTRIAL ENGINEERING

Colegio de San Juan de Letran - Calamba

2013-2015

HIGH SCHOOL

St. John Colleges

2009- 2013

Relevant Skills

- Proficiency in GSuite (Google Docs, Google Sheet, Excel)
- Adaptability and continuous learning
- Communication Skills
- Ability to work in a team
- Leadership

Additional Experience

- Stake Executive Secretary in the Church
- Served for 2 years as a Church Missionary
- Temple and Family History Leader