

CHRISTINE SANTOS

Virtual Assistant | SEO, Admin & Invoicing Support

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PROFESSIONAL SUMMARY

Detail-oriented SEO Quality Assurance Specialist with 5 years of experience, transitioning into virtual assistance, bringing a sharp eye for accuracy, strong written communication, and experience following strict guidelines and deadlines. Skilled at reviewing and organizing content, managing tasks independently in remote settings, and keeping records clean and consistent. Known for consistently delivering high-quality, well-organized work, and ready to support clients with content, admin, and invoicing tasks. Proficient in Google Workspace, Asana, Slack, Discord, AI tools (Claude, ChatGPT), Ahrefs, basic WordPress, QuickBooks, and Xero.



CORE SKILLS

Content & SEO: Content review and editing, proofreading, off-page SEO checks, keyword and metadata review, CMS updates

Admin: Email and calendar management, data entry, file organization, research, documentation

Invoicing: Invoice preparation, payment tracking, basic bookkeeping



WORK EXPERIENCE

SEO Quality Assurance Specialist | Goldie Agency | 2021 – 2026

- Reviewed 4–6 articles per week for SEO compliance, accuracy, and adherence to client guidelines.
- Identified and documented issues in content, metadata, and links, reducing errors by 98% before final submission to clients for publication.
- Collaborated with writers, editors, and team leads to resolve issues and meet tight deadlines.
- Maintained QA trackers and reports in Google Workspace, keeping records organized and up to date.

Book Curator & Content Editor | Authors Dojo | 2020 – 2021

- Curated and selected books based on quality, relevance, and audience interest to build well-organized collections.
- Edited and proofread book descriptions, summaries, and related content in Google Workspace for clarity, accuracy, and consistent style.
- Organized titles, metadata, and categories to keep catalogs accurate and easy to navigate.
- Managed workload and deadlines independently while coordinating closely with the team.