

## JAYSON GOMEZ SUAN

045 B. Rodriguez Extension, Sitio Kawayan, Sambag II,  
Cebu City, Cebu 6000

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### **OBJECTIVE**

To be associated in a reputable company/organization where I can utilize my skills and past experiences while contributing to company's growth, reputation and future goals.

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### **WORK EXPERIENCE**

- **DATA ANALYST**

- **RipeConcepts Inc. (MAY 2019 – MAY 2023)**

- 8F Ayala Center Cebu Tower, Cebu Business Park, Cebu City, Cebu 6000

- Job Description:

- To prepare for outreach and link building, start by gathering leads using tools such as Serp, Ahrefs, SEMrush, or conducting a Google search. Once you've collected the leads, extract the relevant data, and gather contact information using tools like Hunter.io or manual searches on Google.
    - Verify the email addresses of the leads using online tools like Verifier and Neverbounce or by manually evaluating them using Gmail to ensure their validity. After this, perform quality assurance (QA) and clean up the leads as necessary.
    - Monitor the progress of assigned sub-teams and perform QA checks on their work to maintain high-quality results.
    - Create monthly reports to evaluate the team's performance, identify areas for improvement, and optimize strategies for future campaigns.

- **POSTER/CONTENT MINER**

- **UniversalTech Inc. (MAY 2015 – MARCH 2019)**

- 9F FLB building, Cebu Business Park, Cebu City, Cebu 6000

- Job Description:

- As part of my job in the entertainment industry, I conduct research using web browsers to find job openings. Once I have gathered the necessary data, input it into the company's backend website. To ensure accuracy, check for any possible duplicates in the server or website before submitting the information to the quality assurance (QA) team for verification.

## **EDUCATIONAL BACKGROUND**

- Tertiary : **BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY**  
**Asian College of Technology – Cebu Campus**  
P. Del Rosario cor. Leon Kilat Sts. Cebu City, Cebu 6000  
Date Graduated: 2019
  - Secondary : Abellana National High School  
Osmeña Blvd. cor. R. Landon St., Cebu City, Cebu 6000
  - Primary : City Central Elementary School  
Osmeña Blvd. cor. P. Del Rosario St., Cebu City, Cebu 6000
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## **SKILLS**

- ✓ Data Mining
  - ✓ Lead Generation
  - ✓ Microsoft Office
  - ✓ Ahrefs
  - ✓ SEMrush
  - ✓ Data Analysis
  - ✓ Email Scraping
  - ✓ Keyword Research
- Basic Computer Troubleshooting
  - Basic Accounting
  - Google Spreadsheet
  - Skype
  - Microsoft Teams
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## **CHARACTER REFERENCE**

### **LOUIE GULPAN**

Data Analyst  
Ripeconcepts Inc.  
#0963-612-3538

### **LIZA ABREGANA**

HR Coordinator  
Plas Enterprises and Engineering Services  
#0919-068-8206

### **GEORGE-BENSON S. JAO**

Team Leader - Manager  
Ripeconcepts Inc.  
#0945-821-6647

### **INRICH REYNES**

Captain's Concierge  
Royal Caribbean Cruises  
#0969-434-3018