



VINCENT VARGA

SEO Coordinator

CONTACT INFORMATION



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Bennington, VT 12345

KEY SKILLS

- Google Search Console
- Sitebulb
- SEMrush
- Looker Studio
- Google Business Profile
- Google Analytics / GA4
- XML sitemap management
- schema.org structured data
- Local citation management
- Keyword research

ABOUT ME

Entry-level SEO professional with 2 years of experience performing technical audits, local citation management, and competitor research across agency settings. Resolved 214 crawl errors flagged in Sitebulb within 6 weeks by fixing broken redirects, missing canonical tags, and orphaned URLs. Skilled in Google Search Console, SEMrush, Looker Studio, and Google Analytics / GA4.

PROFESSIONAL EXPERIENCE

SEO Coordinator

Green Mountain Search Partners, Bennington, VT | 2025 - Present

- Completed 37 local citation audits across Google Business Profile and directory platforms, correcting name-address-phone inconsistencies for 11 client accounts.
- Resolved 214 crawl errors flagged in Sitebulb within 6 weeks by fixing broken redirects, missing canonical tags, and orphaned URLs.
- Managed 11 client accounts covering hospitality, retail, and professional services verticals, coordinating weekly status calls and maintaining SEO task backlogs in Asana.
- Gathered competitor keyword and market-positioning data using SEMrush, producing 9 quarterly comparison briefs that informed content planning for the marketing team.

SEO Intern

Taconic Valley Digital LLC, Manchester, VT | 2024 - 2025

- Completed 12 local citation audits for small-business clients, verifying listing accuracy across 43 directories per audit.
- Resolved 78 crawl errors identified in Google Search Console by updating broken internal links and correcting redirect chains over a 4-week sprint.
- Tracked and reported weekly search activity for 6 client accounts, consolidating click and query data into summaries that cut executive review time by 45 minutes per week.

EDUCATION

BSBA (Marketing Concentration)

University of Vermont, Burlington, VT | 2020 - 2024