

Core

Competencies

- End-to-End Project Delivery
- Cross-Functional Leadership
- Agile / Scrum Management
- Stakeholder Communication
- Requirements Gathering
- Roadmapping
- Resource Allocation
- Risk Management
- Timeline & Milestone Tracking
- Quality Assurance Oversight
- Conversion Rate Optimization/Social Media Oversight
- Search Engine Optimization
- Workflow Optimization
- Documentation & Reporting
- Client Relationship Management
- AI-assisted Project Development
- Tasks & Project Automation

Specializations

- Project Governance & Leadership
- Multi-Project Coordination
- Agile Execution
- Process Optimization, Automations & Development
- Client Relationship Management
- SEO Project Oversight

SOREHIA TIQUI

DIGITAL PROJECT MANAGER LEAD

Executive Profile

Senior Project Manager with **5+ years of experience** leading end-to-end delivery of website, mobile app, and digital platform projects across diverse industries. Skilled in Agile methodologies, stakeholder management, risk mitigation, and cross-functional leadership. Known for improving timelines, strengthening workflows, and maintaining high client satisfaction through structured communication and proactive coordination.

Professional Experience

Digital Project Management – Team Lead

Dotty Style Creative | Sept 2022 - Present

- Managed 4–5 concurrent web and mobile app development projects from initiation to launch.
- Led cross-functional teams including Backend Developers, Mobile Developers, Designers, Web Developers, and QA.
- Guided a team of 5 Project Managers, ensuring consistent execution, documentation, communication and project deliveries.
- Conducted project onboarding, weekly status calls, roadmap reviews, and risk assessments.
- Improved delivery timelines, workflow handoffs, and overall client satisfaction.
- Delivered projects for Flexicar (Hertz), eGuarantee, Linksys, and various government and eCommerce clients.

Project Management – Team Lead

SEO Hacker | Nov 2019 – Feb 2022

- Led developers, designers, and QA staff across multiple web development projects.
- Managed task delegation, prioritization, and daily team operations.
- Ensured deliverables met quality, design, and functional standards.
- Strengthened documentation workflows and QA checkpoints.
- Acted as main communication bridge between clients and internal teams.
- Supported growth and performance of junior team members.
- Mentored and supported 3 project managers team members, contributing to improved performance, project delivery, accountability, and professional growth.

Quality Assurance Assistant

SEO Hacker | Nov 2019 – Feb 2022

- Performed comprehensive website QA testing across functionality, responsiveness, and content accuracy.
- Documented issues and collaborated with developers to track fixes through resolution.
- Verified that completed work met acceptance criteria, quality standards, and client requirements.

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Tools & Technologies

Project Management

- Jira
- Confluence
- Monday.com
- Notion
- Google Workspace
- Trello
- Notion
- Trello
- Slack
- Microsoft 365

Search Engine Optimization

- Yoast SEO
- SEMRush
- Page Speed Insights
- Screaming Frog
- Schema Validator
- Google Rich Results
- Google Search Console
- Google Analytics

Education

BA in Communication (Cum Laude)

- Emilio Aguinaldo College–Cavite
- (2015–2019)

SEO Associate (Freelance)

eSEOsace | Jan 2021 - Present

- Conducted technical site audits to identify performance and indexing issues.
- Implemented on-page SEO optimizations in collaboration with content and development teams, including metadata, keyword alignment and canonicalizations.
- Managed Google My Business setup and optimizations to improve local visibility and brand presence.
- Created and maintained client citations to strengthen consistency and search visibility across platforms.

Project Manager

Accenture | February 2022 – August 2022

- Coordinated end-to-end project workflows supporting global client (Verizon) operations.
- Tracked project milestones, dependencies, and deliverables to ensure alignment with agreed timelines and scope.
- Facilitated communication between stakeholders and delivery teams.
- Identified risks and blockers early and worked supported by structured reporting and documentation with cross-functional teams to support issue resolution.

Client Highlights

