



ALEX J. DESPI

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SUMMARY

Motivated and detail-oriented employee eager to devote time management and organizational skills in various environments. Seeking great opportunities to expand skills and promotional strategies to drive substantial sales.

SOFTWARES:

- ❖ Zik Analytics
- ❖ List Perfectly
- ❖ Yaballe Tool
- ❖ DSM Tool
- ❖ AutoDs Tool
- ❖ SaleFreaks
- ❖ Web Seller Guru
- ❖ Google Docs/Sheets
- ❖ MS Office/Excel
- ❖ Photoshop
- ❖ Canva

SPORTS:

- ❖ Basketball
- ❖ Table Tennis
- ❖ Chess

SKILLS

- ❖ E-commerce listing creation and optimization
- ❖ Marketing Strategy
- ❖ Product Research Strategy
- ❖ Amazon/eBay/Shopify/FBS Dropshipping
- ❖ Search Engine Optimization
- ❖ E-commerce Inventory management
- ❖ Product Sourcing
- ❖ Experienced in Market Analysis

EXPERIENCE

2022 – 11
– 2023 – 03

Product research and listings
OnlineJobs - USA

Functions and Responsibilities:

- ❖ Find products from online supplier websites that could be sold through ecommerce platforms using various criteria such as profit, sales rank, and return on investment.
- ❖ Researching customer needs and wants, analyzing competitors' products.
- ❖ Analyze the data, checking reviews and negotiating with suppliers.
- ❖ Collect, organize, and analyze opinions and data to solve problems, explore issues, and predict trends.

2015 – 03
– 2015 – 08

Warehouse Supervisor
Macro Industry - Philippines

Functions and Responsibilities:

- ❖ Plan, organize, supervise and participate in daily warehouse operation and activities, including the receipt, documentation, storage, safety and distribution of equipment and supplies and maintenance of inventory.
- ❖ Train, supervise and evaluate the performance of assigned warehouse employees.
- ❖ Prepare and maintain a variety of records and logs and prepare reports as required;
- ❖ Monitor automated warehousing system; operate a computer to enter data, correct errors and control key screens as required.

2009 – 11
– 2013 – 11

Cashier / Auditor
Arborvitae Plains Montessori Inc. (APMI) - Philippines

Functions and Responsibilities:

- ❖ Manage transactions with customers using cash registers.
- ❖ Collating, checking and analyzing spreadsheet data.
- ❖ Examining company accounts and financial control systems.
- ❖ Collect payments whether in cash or credit.

- ❖ Issue receipts, refunds, change or tickets.
- ❖ Gauging levels of financial risk within organizations.
- ❖ Checking that financial reports and records are accurate and reliable.
- ❖ Ensuring that assets are protected.

2009 – 04
– 2009 – 09

Booking Salesman
Five Starex / Bicolandia - Philippines

Functions and Responsibilities:

- ❖ Develops and manages company's agreed business plans for each account in his area of coverage.
- ❖ Ensures proper display and merchandising of products in key accounts covered.
- ❖ Ensures distributor deliverables on financial and logistics matters based on agreed timelines.
- ❖ Ensures delivery of booked orders and collects accounts for remittance to head office.
- ❖ Ensures product availability in all key accounts handled.
- ❖ Generates, consolidates, and prepares weekly and monthly sales report, ensuring timely submission.

EDUCATION

1997 – 2001

Bachelor of Science
In Commerce (BSC), Management

Naga College Foundation, Naga
City, Philippines

1994 – 1996

Mariners' Polytechnic Colleges,
Naga City, Philippines

Marine Electrical and Interior
Communications

OTHER SKILLS:

- ❖ Front-end Development (Html, CSS/Sass, JavaScript, Bootstrap, Git)
- ❖ UX/UI Designer (Adobe XD, Photoshop/Wire framing, Mockup)
- ❖ Video Editing (Adobe Premiere, Adobe After Effects)
- ❖ Photo Editing (Photoshop)