



# ALEX J. DESPI

Zone 3, Sta. Rosa Del Norte, Pasacao, Camarines Sur, Bicol, Philippines 4417

WhatsApp: +63907 069 8195 Email: ajdespi2277@gmail.com

## 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
- ❖ Helium10
- ❖ List Perfectly
- ❖ DSM Tool
- ❖ AutoDs Tool
- ❖ Yaballe Tool
- ❖ Web Seller Guru
- ❖ SaleFreaks
- ❖ 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)