



# GLYDEN DAMALERIO

## Objective

Obtain a rewarding position with your good company that provides growth and career advancement opportunities. Seeking to use experience and communication skills for your company to resolve, enhance and help develop and mold the Face of Customer Interaction.

## Areas Of Expertise

- Customer Service
- Data Entry
- Social Media Management
- Invoicing
- Scheduling
- Project Management
- Email Handling
- Lead Gen

## GET IN TOUCH WITH ME

Cell: +639279458239

Email: glydendamalerio@gmail.com

Website: On-going

Address: Pereyra Village, Maningcol,  
Ozamiz City, Misamis Occidental 7200

## SKILLS AND ABILITIES

- Communication Skills
- Organizational Skills
- Time Management Skills

## WORK HISTORY

### AMAZON ACCOUNT MANAGER

**Certified Amazon Seller | March - June 2021**

- Day-to-day Amazon Seller Central account management and maintenance.
- Analyze Amazon data (ASIN-level sales and performance reporting), report on events, provide analysis, and propose actions for continuous improvement and growth.
- Develop growth plans to increase sales and reduce costs for our Amazon brands.

### EXECUTIVE ASSISTANT

**Whole Construction Company | February 2022 - February 2023**

- Email Handling
- Scheduling; reviewing, prioritizing daily tasks
- Organizing documents; maintaining records
- Taking notes at meetings and any other administrative tasks

### General Virtual Assistant

**Twello Company | 2019 - 2021**

- Invoicing
- Data Entry
- Scheduling
- Creating Slides/Marketing Kits for Clients
- Customer Service

## ACADEMIC HISTORY

### ILIGAN MEDICAL CENTER COLLEGE

**Bachelor of Science in Business Management | 2020**