

# ROLDAN ANGELO L. RAMOS

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## EDUCATION



**National University Fairview (2022-2027)**

*Bachelor of Science in Information Technology*

## EXPERIENCE



Executive Assistant to the President | [E-agricom Inc.](#)

*2022 - Present*



Social Media Manager | [Conie & Co. \(Facebook\)](#)

*2020-2023*



E-Commerce Store Manager | [Alamid Online Shop \(Shopee\)](#)

*2019-2021*

# SKILLS

- ✓ Inventory management
- ✓ Product listing and optimization
- ✓ Order processing and fulfillment
- ✓ E-commerce platform proficiency (e.g., Shopify, WooCommerce)
- ✓ Marketing and promotional strategies
- ✓ Customer service
- ✓ Data analysis and reporting
- ✓ Understanding of online payment systems
- ✓ Knowledge of logistics and shipping processes
- ✓ Problem-solving and decision-making in a retail environment
- ✓ Content creation and curation
- ✓ Social media strategy development
- ✓ Community engagement
- ✓ Analytics and data interpretation
- ✓ Social media platform proficiency (e.g., Facebook, Instagram, Twitter)
- ✓ Trend analysis and staying updated on industry trends
- ✓ Campaign planning and execution
- ✓ Graphic design and multimedia skills
- ✓ Copywriting for social media
- ✓ Crisis management and quick response handling Meeting coordination and scheduling
- ✓ Administrative support
- ✓ Time management
- ✓ Travel arrangement
- ✓ Problem-solving
- ✓ Proficient in office software (e.g., Microsoft Office, Google Workspace)