



# HARLYN VILLARIN

Email Copywriter | Landing Page Designer

## CAREER OBJECTIVE

I am extremely motivated to constantly grow professionally. I am seeking a full-time position where I can utilize my creative, technical, and marketing skills and knowledge.

## CONTACT DETAILS

- Mobile: 09918321207
- harlynvillarin1288@gmail.com
- [https://www.linkedin.com/in/harlyn\\_villarin](https://www.linkedin.com/in/harlyn_villarin)
- Block 36 Lot 1 Bistekville 2 Kaligayahan, Quezon City, Metro Manila, Philippines

## SKILLS AND ABILITIES

- Great communication and interpersonal skills
- Excellent customer service skills
- Excellent organizational and multitasking skills
- Great time management skills
- Email Marketing
- Shopify Store Builder
- WordPress Site Builder
- Experience in creating FB Ads Creatives and FB Ads Campaign
- Create Lead Generating Landing Page Design

## CERTIFICATES

- Certificate of Completion as Shopify Store Expert from Udemy.com
- Certificate of Completion as Amazon FBA Expert from Quickpro.com
- Certificate of Completion as WordPress and Marketing Course from Coursebelt.com

## WORK EXPERIENCE

### Assistant Technician | Greatek Electronics INC

March 2018 - February 2020

- Operated special machinery used for the Final Testing of the Integrated Circuit
- Maintained and monitored the machine to make sure it functions properly
- Conducted quality checks periodically

### Customer Service Representative | Alorica (Formerly EGS)

February 2013 - February 2018

- Served customers by providing product and service information and resolving product and service problems
- Received and answered inbound calls from Healthcare Professionals regarding healthcare claim application, status, and follow-ups

### Technical Support | Teletech Bacolod

August 2011 - November 2011

- Answered incoming phone calls and provided support to callers experiencing mobile phone problems of all kinds.

## ACADEMIC HISTORY

### John B. Lacson Foundation Maritime University

1-Year Seafarer/Stewarding - 2009-2010

### Binalbagan Catholic College

Bachelor of Science in Accountancy - 2005-2007

## CHARACTER REFERENCES

Kareen Andal - 09753745928

Team Leader - Alorica

Johnson Chen - 88637638568

Administrator-Greatek INC