



ARWEN LORENZ LLUBIT FABILA

Location Lupon-Lupon, Hijo, Maco, Davao de Oro
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PROFESSIONAL SUMMARY

A dependable and organized farmhand with expertise in daily farm operations and a solid grasp of animal welfare principles. I am seeking a Dairy Farm Worker position to apply my skills in milking, feeding, and general farm maintenance, contributing to a productive and high-quality dairy farm. Additionally, I am a highly motivated and results-oriented Amazon Account Specialist with a proven history of optimizing e-commerce operations for UK & US wholesale and retail arbitrage accounts. I possess strong analytical abilities and proficiency with essential e-commerce tools such as Jungle Scout, Keepachart, AZinsight, and Helium 10. I am looking for a challenging role to utilize my expertise in chat and call support, product sourcing, and administrative tasks to foster business growth and enhance a dynamic team.

DAIRY FARMING EXPERIENCE

DAIRY CATTLE PRODUCTION AND MANAGEMENT
NABUNTURAN FARMERS MULTIPURPOSE COOPERATIVE
PUROK 7, LIBASAN, NABUNTURAN, DAVAO DE ORO, PHILIPPINES
CDA REGISTRATION NO: 9520-11001573
LTO REGISTRATION NO: NDA-LTO-SMD-20230331-1315
MOBILE NO: +639971006038 / +639776861210
TEL NO: (084) 227-0141

KEY RESPONSIBILITIES:

- MANAGING OF THE FORAGE RESOURCES USING SILAGE MAKING AND GRAZING SYSTEM
- LIVESTOCK FEEDING AND NUTRITIONAL PLANNING
- DAILY MILKING PROCCES
- ANIMAL HEALTH MONITORING AND REPRODUCTIVE CARE
- IMPLEMENTATION OF ENVIRONMENTAL SANITATION AND WASTE SYSTEMS

OTHER WORK EXPERIENCE

VIRTUAL ASSISTANT / AMAZON ACCOUNT SPECIALIST
AGORA TECHNOLOGY | 2022-2023

- Managed a UK wholesale account and retail arbitrage account on Amazon, ensuring operational efficiency and sales growth.
- Provided comprehensive chat and call support, resolving customer inquiries and issues promptly and professionally.
- Executed online product sourcing using advanced tools such as Jungle Scout, Keepachart, and AZinsight.
- Virtual Assistant / Amazon Account Specialist

MICONNECT BUSINESS CENTER |
APOKON, TAGUM CITY, PHILIPPINES | 2020 - 2022

- Handled both wholesale and retail arbitrage accounts on Amazon, contributing to revenue generation and account health.
- Delivered effective chat and call support for various Amazon-related inquiries.
- Proficiently sourced products online utilizing industry-standard tools including Jungle Scout, Keepachart, AZinsight, and Helium 10.

SPECIAL PROGRAM FOR EMPLOYMENT OF STUDENTS (SPES)

- Barangay Hall of Hijo | Hijo, Maco, Davao De Oro | 2016-2017
- Assisted with general administrative office works, maintaining organized records and schedules.
- Executed orders from executives efficiently, ensuring smooth workflow.
- Maintained a clean and safe working environment.
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SKILLS

DAIRY FARMING

- FOUNDATIONS OF DAIRY FARMING AND INDUSTRY PRACTICES, MANAGEMENT OF FORAGE RESOURCES AND GRAZING SYSTEMS
- LIVESTOCK FEEDING STRATEGIES AND NUTRITIONAL PLANNING
- MILKING TECHNIQUES, EQUIPMENT USE, AND HANDLING PROCEDURES
- ANIMAL HEALTH MONITORING AND REPRODUCTIVE CARE
- MILK HANDLING, PROCESSING STANDARDS, AND GMP COMPLIANCE
- OPERATION AND UPKEEP OF FARM INFRASTRUCTURE AND EQUIPMENT
- IMPLEMENTATION OF ENVIRONMENTAL SANITATION AND WASTE SYSTEMS
- ON-SITE EXPOSURE TO MULTIPLE DAIRY FARM SETTINGS

Technical & E-commerce Tools:

- Jungle Scout
- Keepachart
- AZinsight
- Helium 10
- MS Word
- MS Excel (Spreadsheet)
- Data Encoding

Professional & Communication:

- Customer Support (Chat & Call)
- Online Product Sourcing
- Wholesale & Retail Arbitrage
- Account Management
- Problem Solving
- Self-Motivated
- Initiative
- Strong Communication Skills
- Team Collaboration
- Trustworthy
- Compassionate

EDUCATION

- Associate in Computer Technology
- ACLC College of Tagum Inc. | CAP Bldg. National Highway, Tagum City | 2016 - 2017
- Secondary Education
- Letran De Davao of Maco | Binuangan, Maco, Davao De Oro | 2010-2011
- Elementary Education
- Anibongan Elementary School | Anibongan, Maco, Davao De Oro | S.Y. 2006-2007

COMPLETED COMPETENCIES

Foundations of Dairy Farming and Industry Practices

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- Management of Forage Resources and Grazing Systems
- Livestock Feeding Strategies and Nutritional Planning
 - Milking Techniques, Equipment Use, and Handling Procedures
- Animal Health Monitoring and Reproductive Care
 - Milk Handling, Processing Standards, and GMP

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Compliance

- Operation and Upkeep of Farm Infrastructure and Equipment
- Implementation of Environmental Sanitation and Waste Systems
 - On-Site Exposure to Multiple Dairy Farm Settings