



CAMILLE MIA INOCENCIO

General Virtual Assistant
Executive Virtual Assistant
E-Commerce Virtual Assistant
Industrial Engineering
SEO Content and Outreach Specialist

"Your Success, My Commitment -
Versatile Professional Dedicated to
Excellence and Growth"

CONTACT

+639765742551
miainocencio529@gmail.com
inocenciomia9@gmail.com
<https://www.linkedin.com/in/camille-mia-inocencio-34a35730b/>
<https://www.onlinejobs.ph/jobseekers/info/1606198>
Rodriguez Rizal, Philippines

EDUCATION

Bachelor of Science in Industrial Engineering

Technological Institute of the
Philippines - Quezon City
2020 - 2024

Graduate of Senior High School (S.T.E.M)

Technological Institute of the
Philippines - Quezon City
2018 - 2020

WORK EXPERIENCE

- Full-Time -

GUEST BLOGGER AND OUTREACH ASSISTANT GLOBAL NIFTY CORPORATION | SEPTEMBER 2024 - CURRENT

In this role, I was responsible for creating engaging guest blogs and guest posts, identifying relevant websites for content publication, and managing outreach efforts to build strong online presence and improve search engine visibility. My role focused on executing effective content and link-building strategies while maintaining professional relationships with external partners.

CUSTOMER SERVICE REPRESENTATIVE (REMOTE WORK) TCC HEALTH SUPPLEMENT COMPANY | SEP 2023 - DEC 2023

As a Customer Service Representative, I provided exceptional service by addressing inquiries, processing orders, and managing returns and refunds. I effectively communicated product information, order status, and billing details while guiding customers through returns and refunds. My focus on clear, detailed explanations ensured customers understood product features and pricing, resolving any billing issues promptly. By maintaining a positive attitude, I fostered customer satisfaction and built reliable relationships with clients.

- Part-Time -

AMAZON PR | AMAZON STORE MANAGER (REMOTE WORK) US BASED CLIENT | OCT 2022 - AUG 2023

In my role as an Amazon Product Researcher and Store Manager, I identify profitable items for dropshipping and online arbitrage, focusing on make-up, clothes, shoes, and accessories. Utilizing tools like Junglescout and Keepa, I analyze profit margins, sales trends, and market competition. As a Store Manager, I oversee daily operations, address customer inquiries, and ensure accurate and optimized product listings on Amazon Seller Central. My dual responsibilities contribute to the success and growth of our e-commerce venture.

EXECUTIVE VIRTUAL ASSISTANT (REMOTE WORK) US BASED CLIENT - CALIFORNIA U.S | SEP 2022 - MAR 2023

As an Executive Virtual Assistant for a US-based client, I manage calendars using Outlook and Google Suites, organize and schedule meetings, and arrange detailed travel itineraries. I handle restaurant reservations, assist with meeting management using tools like Calendly, and take notes during meetings. Additionally, I support basic social media tasks, including creating content calendars and graphics with Canva. My detail-oriented, resourceful, and proactive approach ensures seamless operations and enhances my client's productivity and success across their diverse business ventures.

SKILLS

- Seller Central
- ChatGPT
- Keepa (basics)
- Amazon by Image
- Jungle Scout
- SellerAmp SAS
- AZ Insight Tool
- Hunter.io
- Google Workspace
- Excel
- Slack (basics)
- Helium 10 (some features)
- Seller Amp SAS
- Canva (some features)
- Zoom
- Skype
- Google Meet
- Viber
- Telegram
- Discord
- Outlook
- Konnektive CRM
- Talkdesk
- MiniTab
- Miro
- Shapr3d (some features)
- Time and Motion Study
- IBM SPSS (basics)
- ExpressVPN
- MS Teams
- SE Ranking

-Internship-

INDUSTRIAL ENGINEERING DEPARTMENT INTERN TECHNOLOGICAL INSTITUTE OF THE PHILIPPINES, QUEZON CITY JAN 2024 – MAY 2024

During my On-the-Job Training (OJT), I gained valuable experience in effective collaboration and teamwork while working closely with the faculty of the Industrial Engineering (IE) Department. This hands-on experience helped me navigate group projects and develop strong cooperative skills essential for professional environments. I also honed my time management abilities through handling tasks for the Program Chair, which required meticulous planning and adherence to deadlines. Additionally, proficiency in digital tools like Google Workspace, Canva, and Microsoft PowerPoint has equipped me with essential skills for data management, content creation, and presentation development, preparing me well for future administrative and managerial roles.

HUMAN RESOURCE ASSISTANT INTERN CLASSIC SAVORY NOV 2019 – MAY 2020

During my internship as a Human Resource Assistant at Classic Savory, I handled crucial responsibilities such as managing and organizing employee data, conducting applicant interviews, and supporting HR operations with administrative tasks. I ensured data integrity by accurately encoding personal information into the company database and maintained organized records of employees' statuses. My contributions in recruitment and administrative support streamlined processes and contributed to the overall efficiency of the HR department, demonstrating my commitment to fulfilling job responsibilities effectively at Classic Savory.

REFERENCES

Mary Grace Espeña

Index Solutions / Team Leader

Phone: +639567814343

Email: espenagrace0308@gmail.com

John Jynell Motilla

US Based Client / Store Manager

Phone: +639667443288

Email: johnjynell@gmail.com

Ainzleigh Tyrell V. Dy

Index Solutions / Data Steward

Phone: +639674829551

Email: dytyrell@gmail.com

Engr. Jaypy Tenerife

Technological Institute of the
Philippines / Academic Adviser

Phone: +639178984056

Email: jaypy.tenerife@tip.edu.ph