



# VINCE ESAN ZUÑO

AMAZON VIRTUAL ASSISTANT

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## HARD SKILLS

- Product Research
- Competitor Analysis
- Keyword Analysis
- Supplier Sourcing
- Listing Optimization
- Inventory Management
- PPC Management
- Account Management

## SOFT SKILLS

- Strong communication
- Highly motivated
- Time management
- Collaborative
- Desire to learn
- Attention to detail

## TOOLS

- Helium10
- Keepa
- Jungle Scout
- Google Docs
- Google Sheets
- Photoshop
- Canva
- Trello

## PROFILE

Data-driven Amazon Virtual Assistant, skilled in product research. Highly competent in competitor analysis and listing optimization to boost sales.

## EXPERIENCE

### Amazon Virtual Assistant

E-commerce Virtual Assistant University | 2021 - 2021

An in-depth online training program in the Philippines for aspiring E-commerce Virtual Assistants. Headed by experienced mentors with 6 years of total experience managing Amazon businesses.

- Finding and validating product ideas using Helium10, Jungle Scout and Keepa.
- Discovering and analyzing competitors' targeted keywords.
- Sourcing, communicating, and evaluating the credibility of a supplier.
- Auditing competitors' product listing.
- Managing Amazon Seller Central account.

### Virtual Assistant

Kirby's Garden | 2019 - 2021

A local business that offers landscaping services to residential and commercial buildings in the Philippines.

- Preparing project quotations in excel sheet using formulas.
- Creating reports and keep online records.
- Oversee and inspect different stages of work.
- Designed business logo and calling card.

## EDUCATION

STI College Balagtas

Bachelor of Science in Information Technology