



VINCE ESAN ZUÑO

ECOMMERCE VIRTUAL ASSISTANT

vinceczuno@gmail.com **M**

linkedin.com/in/vzuno **L**

live:.cid.26bfc03e41de3a69 **S**

vincezuno.netlify.app **W**

HARD SKILLS

- Product Research
- Competitive 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
- AutoDS
- Zik Analytics
- MS Office Suite
- Google Suite
- Photoshop
- Trello

PROFILE

A data-driven and insightful Ecommerce Virtual Assistant helping sellers increase business productivity and deliver administrative support to ensure efficient operations.

TRAINING

Amazon, eBay and Shopify

Ecommerce Virtual Assistant University | 2021 - 2021

An in-depth online training program in the Philippines for aspiring Ecommerce Virtual Assistants.

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

EXPERIENCE

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 functions.
- Creating reports and keep online records.
- Oversee and inspect different stages of work.

EDUCATION

STI College Balagtas

Bachelor of Science in Information Technology