



VINCE ESAN ZUÑO

ECOMMERCE 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

A data-driven and insightful Ecommerce Virtual Assistant helping businesses increase productivity and boost sales by finding profitable products and delivering administrative support duties.

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, 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.

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

EDUCATION

STI College Balagtas

Bachelor of Science in Information Technology