



MICHAEL
 VIDEO INTERVIEW

WORK EXPERIENCE

E-COMMERCE SPECIALIST (VIRTUAL ASSISTANT)

Amerixon Corporation | Feb 2024 - Feb 2025 (1 Year)

- Conducted product research, created SEO listings, and managed order fulfillment across Amazon, eBay, Walmart, and Home Depot platforms.

E-COMMERCE SPECIALIST (VIRTUAL ASSISTANT)

Gulfcoastmercantile Co. | Jan 2019 - Jan 2023 (4 Years)

- Managed end-to-end Amazon dropshipping tasks including PPC campaigns, supplier coordination, listing creation, and customer service.

TECHNICIAN ASSISTANT

Net Channels Co. - Saudi Arabia | Dec 2016 - Dec 2018 (2 Years)

- Installed and maintained fiber optic systems, provided troubleshooting, and coordinated technical documentation.

Data Encoder

S-CORP Philippines Inc. | Aug 2013 - Feb 2015 (1 Year, 6 Months)

- Performed high-volume data entry and quality control of sensitive information.

Data Entry Operator

Triple B Komputer Atbp. | Feb 2007 - Jun 2013 (6 Years, 4 Months)

- Maintained client records and ensured accurate data processing and updates.

Quality Controller Inspector

Wistron (SBMA) | Jul 2006 - Dec 2006 (5 Months)

- Conducted product inspections, documented test results, and issued corrective actions.

SKILLS/AREAS OF EXPERTISE

- E-commerce Management
- Catalog Management
- Listing Optimization
- Product Uploads
- Amazon Product Introduction
- Amazon Catalog Troubleshooting
- Account Monitoring
- Case Management
- Communication with Amazon Seller Support (Email, Chat, Call)
- Content Compliance Management
- Coupon Management
- Inventory Monitoring
- SEO
- PPC
- Social Media Management
- Digital Marketing
- Google Ads
- Facebook Ads

TECHNOLOGY

- Microsoft 365
- G Suite
- Shopify
- Data Dive
- Monday CRM
- ClickUp
- Asana
- Slack
- Zoom
- Helium 10
- Jungle Scout

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