



MICHAEL

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WORK EXPERIENCE

EXECUTIVE VIRTUAL ASSISTANT

Ecothes (Miami, Florida, USA) | Nov 2021 – May 2024 (2 years, 6 months)

- Managed executive calendars, travel, client communications, reports, and project tracking using ClickUp and Notion, while implementing workflow automations to boost efficiency.

AMAZON VIRTUAL ASSISTANT/TEAM LEADER

Unify Automated E-Com IT Solutions (Iligan City, Philippines) | Mar 2020 – Oct 2021 (1 year, 7 months)

- Led a team of Amazon VAs handling product research, listings, inventory, and order management; optimized listings via Helium 10, JungleScout, Keepa, Revseller, and SellerAMP to boost sales performance.

SKILLS/AREAS OF EXPERTISE

- Amazon Store Management (Product Listings, Keyword Optimization, Order Processing)
- Inventory Monitoring & Supplier Coordination
- Market & Product Research (Profitability Analysis)
- Executive Assistance (Email, Calendar & Travel Management)
- Project Management & Task Tracking
- Workflow Automation & Process Optimization
- Report Preparation & Documentation

TECHNOLOGY

- Amazon Seller Central
- Helium 10
- Jungle Scout
- Keepa
- RevSeller
- SellerAmp
- ClickUp
- Notion
- Google Workspace
- Microsoft Office 365

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