

IRENE MAE P. GABUNI

BLK 37 L9 San Lorenzo Village Puan, Davao City

PHILIPPINES 8000

E-mail:irenegabuni28@gmail.com​

Skype ID: irenemae27

Contact no. : 09055126227/ (082)299-4512

**OBJECTIVE:**

To acquire valuable knowledge and skills to complement those I have learned from in an actual job environment. To work with great patience and positive attitudes to your company. I want to work out my ability in your company. It is very beneficial and has given me an experience and opportunity. I am willing to work under pressure.

I am a flexible worker who can work with less supervision. I work fast but I always ensure quality with every output I have. I am honest and trustworthy especially with confidential tasks or documents.

**EDUCATION:**

2004 - 2005 San Pedro College

( Bachelor of Science in nursing)

2000 – 2001 Daniel R. Aguinaldo National Highschool

(Matina, Davao City)

1996 – 1997 Leon A. Garcia Elementary School

(Bangkal, Davao City)

**JOB EXPERIENCE:**

Virtual Assistant - (Jan 2014 – Oct 2021)

* I was in-charge in sales like purchasing, fulfilling orders, tracking orders using Shopify, oberlo and AliExpress, product research, product listing in Walmart, Amazon and eBay to find profitable products that the seller can resell it to his own online store.
* Product Listing in Etsy, RedBubble, Teespring and etc. - to create good titles, descriptions, bullet points and find the best niches to stand out in the platforms/websites.
* Creating Shopify and ClickFunnels
* Product Listings
* Amazon Advertising Campaigns (PDA & HSA) in AMS (Amazon Advertising Platform US and EU accounts)
* Amazon PPC Ads both (Sponsored Products, Product Display & Sponsored Brands Ads) in Seller Central platform US and EU Accounts
* Setting up Campaigns
* PPC optimization
* Creating Amazon Posts in Amazon Seller Central
* Product Listing (Single & Bundle Listings)
* look for the best SEO keywords that are related to each product.
* Product Researcher
* customer service representative - to answer customer’s inquiries, messages, feedbacks and reviews in Amazon
* I have experience in email handling, lead generation, web research and data entry.

51Talk Corporation (Online English Teacher) - (2013 – 2016)

* Motivate Chinese Students both Adults and Kids to learn the English language online

**SKILLS:**

Computer Literate

Bilingual (Filipino, English)

Communication skills

Customer Service

Marketing   
Advertising