



RODALYN F. GALVEZ

AMAZON VIRTUAL ASSISTANT

PROFILE

I help Amazon sellers increase revenue by looking for profitable products and applying my learned strategies to optimize sales.

AREAS OF EXPERTISE

- ✓ Product Research
- ✓ Supplier Sourcing
- ✓ Keyword Research
- ✓ Listing Creation
- ✓ Amazon Copywriting
- ✓ Amazon Sponsored Ads (PPC)
- ✓ Customer Service
- ✓ Inventory Management

TRAININGS ATTENDED

AMAZON SELLER VA MASTERCLASS
JULY 2021

VIRTUAL ASSISTANT TRAINING
JANUARY 2021

CONTACT

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EDUCATION

Camarines Norte State College

2014-2018

Bachelor of Science in Business Administration
Major in Marketing Management

WORK EXPERIENCE

Account Teller

Intevalue Services, Inc.
June 2019 to April 2021

- ✓ Processing payments of customers for online gaming, encoding and sorting administrative files.

Customer Service Representative

Concentrix Philippines, Inc.
June 2018 to April 2019

- ✓ Handle AT&T Prepaid Account and taking inbound calls from customers all over US, Mexico and Canada.

On-the-Job-Trainee

Camarines Norte Electric Cooperative
November 2017 to March 2018

- ✓ Encoding and sorting administrative files.

PERSONAL SKILLS

- Commitment to career.
- Ability to work under less supervision.
- Pays close attention to details, accuracy and completeness.
- Able to effectively deal with change and diverse people.
- Displays energy and enthusiasm in approaching the job.
- Expresses ideas effectively.