



AMAZON SERVICES

- AMAZON SELLER ACCOUNT MANAGEMENT
- AMAZON PRODUCT RESEARCH
- SUPPLIER SOURCING
- KEYWORD RESEARCH & PRODUCT LISTING OPTIMIZATION
- PPC ADS MANAGEMENT
- INVENTORY MANAGEMENT
- CUSTOMER SERVICE

OTHER SKILLS

- BASIC SOCIAL MEDIA MANAGEMENT
- BASIC GRAPHIC DESIGN
- BASIC VIDEO EDITING

TOOLS AND APPS

AMAZON TOOLS

- HELIUM10
- JUNGLE SCOUT
- ZON BASE
- VIRAL LAUNCH
- KEEPA
- DS QUICKVIEW

PRODUCTIVITY TOOLS

- ASANA
- TRELLO

GOOGLE SUITE MICROSOFT 365

GRAPHIC DESIGN

- CANVA
- ADOBE PHOTOSHOP

SOCIAL MEDIA MANAGEMENT

- HOOTSUITE
- BUFFER

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JUSTINE RAFAEL TAN

amazon SELLER ACCOUNT SPECIALIST



ABOUT ME

As an Amazon Seller Virtual Assistant, I help AMAZON SELLERS scale up their business with my GROW-VALUE-CHAMPION-APPROACH.

MY PAST WORK EXPERIENCES

Store Supervisor

ACE HARDWARE PHILS., INC. | JAN. 2017 - MAY 2021

- Improve and grow branch sales using effective sales and marketing strategies which increased yearly sales by 20% while keeping the gross margin at an acceptable level.
- Full responsibility for the smooth operation of the retail section and the accuracy of direct deliveries of merchandise.
- Controlling costs at the branch within policy and budget limits.
- Administration, training, and development of branch personnel.
- Ensures timely reporting & disposition of damage/aging items, formulate and execute action to minimize shrinkage.

Showroom Officer

BLIMS LIFESTYLE GROUP, INC. | SEPT. 2015 - OCT. 2016

- Manages all aspects of showroom operations to ensure the pleasant and effective operations of the high-end store.
- Full responsibility for monitoring and processing transactions, inventory maintenance and replenishment, basic visual merchandising, personnel handling, coordination with the head office, and local store marketing.
- Lead and motivate the team towards achieving the sales quota/targets and offering excellent customer service at all times.
- Provide excellent customer service through effective communication with the clients to identify and serve their needs and requirements while also providing after-sales service to ensure client satisfaction and effective teamwork to resolve client concerns.

Marketing Staff

COLUMBIAN MANUFACTURING CORP. | MAY. 2013 - JUL. 2015

- Market and sells company products (Daewoo Bus and Rear Truck Body) to new and existing customers.
- Develop and maintain a strong business relationship with customers.
- Prepares monthly sales and inventory reports.
- Organize company's event (E.g. 2014 5TH CAMPI Philippine International Motor Show (PIMS) and CAMPI Founding Anniversary).
- Created and managed the Facebook company page of Columbian Manufacturing Corporation.

TRAININGS ATTENDED

Amazon Seller Virtual Assistant Masterclass Elite

AMAZONATIONPH | MAY 2021 - JUL. 2021

- This intensive 8-week online training taught me all the fundamental skills needed to become an effective and efficient Amazon Seller Virtual Assistant.





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EDUCATION

Bachelor of Science in Business Administration Major in Marketing Management

POLYTECHNIC UNIVERSITY OF THE PHILIPPINES -
TAGUIG CAMPUS
(2009 - 2013)

TRAININGS AND CERTIFICATIONS

Freedom Ticket 2.0

HELIUM10 | MAY 2021 - JUN. 2021

Selling and Marketing your products on Amazon

LINKEDIN LEARNING | JUNE 8, 2021

Inventory Management Foundations

LINKEDIN LEARNING | JUNE 24, 2021

Customer Service Foundations

LINKEDIN LEARNING | JULY 1, 2021

Ecommerce Fundamentals

LINKEDIN LEARNING | JULY 1, 2021

Google Ads Essential Training

LINKEDIN LEARNING | JULY 1, 2021

Digital Marketing Foundations

LINKEDIN LEARNING | JUNE 12, 2021

Marketing on Facebook: Managing a Company Page

LINKEDIN LEARNING | JUNE 30, 2021

SEO for Social Media

LINKEDIN LEARNING | JUNE 25, 2021

Learning to Write Marketing Copy

LINKEDIN LEARNING | JUNE 13, 2021

Learning Canva

LINKEDIN LEARNING | JUNE 24, 2021

Learning Conversion Copywriting

LINKEDIN LEARNING | JUNE 3, 2021

Advertising on Facebook

LINKEDIN LEARNING | JUNE 28, 2021

Design Thinking: Customer Experience

LINKEDIN LEARNING | JUNE 17, 2021

Customer Service: Managing Customer Expectations

LINKEDIN LEARNING | JULY 1, 2021

Customer Service: Creating Customer Value

LINKEDIN LEARNING | JUNE 27, 2021

Social Media Marketing Foundations

LINKEDIN LEARNING | JUNE 5, 2021

Master the Strategies, Methods, and Metrics of Champion Marketers

LINKEDIN LEARNING | JUNE 26, 2021

Consulting Foundations: The Concept of Value

LINKEDIN LEARNING | JUNE 4, 2021

Excel for Business Analysts

LINKEDIN LEARNING | JUNE 1, 2021



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