

Work Experience (Remote)

AMAZON ARBITRAGE V A / BUSINESS DEV. – U.S Client (Remote)

October 2024 - January 2025

- Conduct in-depth product research using Keepa, Seller AMP for Amazon Listing and Marter for Walmart to identify profitable product
- Managed invoices and purchasing records for Amazon resale operations.
- Developed a workflow automation for Amazon Account Health that would notify members whether there are IP violation and item listing violation that was incurred.
- Monitored Amazon account health, ensuring compliance with marketplace

SOCIAL MEDIA CONSULTANT – SGY INTERACTIVE LLC / REDAPTIVE LLC(Remote)

April 2015 - August 2019

- Develop and execute digital marketing strategies campaigns to increase lead conversion and brand awareness.
- Managed Facebook Ads, Google Ads and Email Marketing campaigns optimizing ad spend for maximum ROI.
- Create copy and schedule social media content across multiple platforms engaging targeted audiences effectively.
- Conducted market research to identify trends, competitors, and opportunities for business growth.

Other Work Experience (Onsite)

IT OFFICER – WAFFLETIME INC – Iloilo City, Philippines

September 2023 - February 2024

- Diagnose and resolve IT infrastructure issues, providing Level 1-3 technical support.
- Managed company databases and ensured POS system integrity for all retail locations.
- Conduct regular testing, software patching, and updates to improve security and efficiency.
- Lead IT setup for new store locations, overseeing network configuration, POS installation, and database integration.

SURGICAL BOOKING CENTRE ADMINISTRATOR – Taranaki, New Zealand, NZ(Onsite)

October 2019 - July 2022

- Schedule and coordinate surgical procedures of patient for surgeon and specialist.
- Liaised with surgeons and medical teams to ensure accurate and on time treatment plans.
- Process patient referral, triaging cases for approval and scheduling.
- Managed administrative tasks using GP Best Practice and IBA WebPAS systems.
- Handled confidential patient data and reports while maintaining compliance with healthcare regulations.

SYSTEMS ADMINISTRATOR – QUEEN CITY DEVELOPMENT BANK – Iloilo City

May 2013 - February 2015

- Maintained bank IT infrastructure, including network security and database management.
- Provide Level 1-3 technical support, resolving system failures and ATM machine downtime.
- Monitor ATM operations, ensuring smooth transactions and troubleshooting errors.
- Generate daily financial reports using BI tools for data-driven decision-making.

MIS OFFICER – Great Foods Concepts – Iloilo City, Philippines

March 2009 - March 2012

- Provide IT support and maintained POS systems for restaurant operations.
- Trained restaurant managers and staff on system updates and IT best practices.
- Managed database administration, software updates, and technical troubleshooting.
- Handle network, software and POS installation to new stores.

Projects

SHOP WEBSITE FASHION BOTIQUE – Singapore Client (Remote)

- Built a fully responsive eCommerce website for a Fashion Boutique using Go High Level. Clean UI/UX, and seamless navigation for improved customer engagement.
- Customized product pages and categories using strategic keyword placement, SEO optimization and lifestyle imagery to boost search visibility and drive organic traffic.

LEAD BOOKING FUNNEL – Local Business (Tattoo Studio) – Iloilo City, Philippines

- Built and automated a lead booking funnel using Go High Level, including landing pages, opt-in-forms, and calendar booking to streamline lead capture and appointment setting.
- Implemented email and SMS automation workflow for nurturing leads, improving engagement, and increasing show-up rate for booked calls
- Integrated CRM pipeline and reporting tools to track funnel performance, monitor lead stages, and optimize conversions through A/B testing and analytics

AMAZON ACCOUNT HEALTH AUTOMATION SYSTEM – Remote USA Client

- Setup automation for Amazon Account Health that automatically notify if there are IP violation a reseller in Amazon have incurred.
- Utilized tools like Make and Zapier to Streamline alerts and automation. Alerting whenever there are violation incurred and make data driven decisions.

Education & International Qualification

NZQA Level 7 Qualification in Information Technology – New Zealand

BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY – St. Paul University Iloilo – Iloilo City, Philippines

Skills & Competencies

Funnel Design

Tools: Go High Level, and System.io

SQL

Software: MS SQL, POSTGre SQL
Oracle

MS Excel & Google Spreadsheet

Tools: Pivot Table, Pivot Chart, and VLOOKUP

Automation

Tools: Go High Level, Zapier and Make

Email Marketing

Tools: Maropost, Sendy, and GHL

Graphic Designing

Tools: Canva and Photoshop

ECommerce

Tools: Amazon Seller Central, Keepa, SellerAmp, Walmart and Marter

Time Tracking

Tools: Hubstaff, and Time Doctor

Booking and Referral (Health Sector)

Tools: GP Best Practice and IBA WebPAS

CRM

Tools: Zoho CRM and GHL