



ROCKY ROANNE M. GUMIHID

ABOUT

A graduate with a bachelors degree in Electronics Engineering and a fast learner, reliable and hardworking individual whose only goal is to apply my knowledge and skills that will benefit your company.

WORK EXPERIENCE

AMAZON VIRTUAL ASSISTANT 2024 - 2026

- MainResponsibility: Handling Backend
- Shopify:AddedSKUs images, title,bullet points,sale price and barcode.
- GS1: Created SKUs, generated UPC, and activated "In Use" Market.
- SKUVault: Added primary supplier, cost, monitor incoming deliveries, and transferring on-hand products to amazon storage stocks, receive and update PO List shipment.
- Helium 10: Keyword Research Using Cerebro and Sorting.
- Merchant Word: Downloaded and Sorted Generated Keywords from Generic Keywords.
- Dropbox and Google Drive: Data Management; Receiving, editing, and uploading files.
- Pixelz Administration: Order Numbers and is utilized to Create an Image List Summary.
- Amazon Seller central: Created barcodes, Changed FBM to FBA, Added Alerts, fixed Business Price, and checking Backend discrepancies. Removed and added ASINs with Errors in Brand Stories.
- Created Product Listing information's and color list.
- Monitor the daily active, inactive pages, low stock inventory, and when to re-order stocks.
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- Shipment: Receiving, Creating, and tracking Shipments.
- Creating Order and Chase list for Stock inventory.
- Monitoring competitor listings.
- Listing Optimization & Monitoring.
- Checking and matching Invoice with Shipment Files
- Outlet Deal Creation
- UPS. Com, Shipment.com, Seller Central Shipment: Tracking, Updating Delivery dates and Updating Master Tracker Lists

ADMIN VA - PROPERTY MANAGEMENT

- Position: Property Manager
- Tasked under Property Management to handle Utility, Maintenance, and to follow up on prospect tenants applications.
- CRM (Rent Manager): Updated data, Created service issue tickets, message tenants, Created lease renewals and Management Agreement Documents.
- Property Melds: Responsible for scheduling and following up on maintenance, responding and coordinating with owners, tenants and servicing vendors.
- Rent Manager and Google Sheets: Kept Track of Tenants Move In - Move Out Status, Utility connection/disconnection/transfer data, and extermination schedules.
- Microsoft Outlook and MS teams: Main source of communication; Messaged, Responded to, and Organized Emails.
- Responsible for calling/messaging Tenants in giving notification update, for calling Utility vendors in connecting/ disconnecting/ transferring services, notifying tenants for scheduled monthly pest control maintenance, and for calling prospect tenants on their application status.
- Established a good relationship with the team, the tenants and utility vendors.

BYUNG CHUL MIN (BCM) ESL TUTOR 2024

- Responsible for teaching and helping my students achieve their English language learning goals.
- CRM - LMS (Learning Management System): Access to a more detailed educational books for certain topics students will be taking and Created a more detailed feedback for them to review after every end of the class.
- Called Students on time and ended with giving them grammar corrections, new and similar expressions, and widening their vocabulary both verbally and written via feedback form.
- Dedicated to helping students succeed especially in the Corporate World (B2B).
- Increased productivity and better performance with regards to the speaking of the English Language.
- Established an engaging and friendly atmosphere and relationship with students from Junior level to professionals and elderlies.
- Gave a conversational flow of communication in order to build rapport with the students.

PROFESSIONAL SKILLS

AdministrativeVA
Keyword Research & Sorting
Listing Optimization & Monitoring
Researcher
Calendar and Email Management
Utility and Maintenance
Basic Graphic Design
Basics of Real Estate
Basics of Social Media Management
Amazon Backend VA UPC & SKU
Creation Receiving & Tracking
Shipment Amazon Backend

PERSONAL SKILLS

Creative spirit
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated

BASIC INFORMATION

Age: 26 years old
Email: rroannework@gmail.com

SOCIALS



@rocky.roanne



@rocky.roanne



Tools:

- CRM- Rent Manager
- Property Melds
- GS1
- SKU Vault
- Helium 10
- Amazon Seller Central
- Shopify
- Dropbox
- MerchantWords
- Pixelz Administration
- Canva
- Capcut
- Google Suite
 - Google Calendar
 - Gmail
 - Google Meet
 - Google Chat
 - Google Docs
 - Google Sheet
 - Google Drive
- MS Office
 - Microsoft Outlook
 - Microsoft Teams
 - Word
 - Excel
- Zoom
- Microsip - Voip
- Skype
- WeChat
- WhatsApp
- ChatGPT
- Gemini
- UPS.Com
- FedEx.Com
- CRM - LMS (Learning Management System)
- Slack

Character References:

Gretchel Caytap

(Former Supervisor)

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Contact: 09481505294

- **Portia Eloise Melliza** (Former Supervisor)

Gmail:portiamelliza.bcmml@gmail.com

Contact: 09669922939

- **Sierra Jaurigue**

Gmail:sierrajaurigue.bcmml@gmail.com

Contact: 09617555909

TRAININGS ATTENDED

Virtual Assistant Training

Skill Sphere

July 29 - August 5, 2024

Data Engineering:

Handling the Big Data in Telecom Industry

TERRA Hertz

May 28 2022

Operations and Maintenance:

The Telecom Frontliner

TERRA Hertz

May 28 2022

Understanding IMS:

IP Multimedia Subsystem

TERRA Hertz

May 22, 2022

Radio Network Optimization:

Improving Wireless Performance

TERRA Hertz

May 22 2022

Microwave Communication System

TERRA Hertz

May 21 2022

Fiber Optic Communications System

TERRA Hertz

May 21 2022

5g In-Depth

TERRA Hertz

August 4, 2021

SMART Technopreneurship 101

Course TESDA

August 4, 2021