

Shirley Tungol

I have hearing difficulty but it's not a hindrance for me to have a job. I am proud to say that I did my job well and my employers are satisfied with my work. I have prior experience working as a Virtual Assistant for a US-based client and I am currently seeking job opportunities that align with my skills and experience. I am open to any company that may require my services and I guarantee to put in my best effort to contribute towards the success of the company.

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Skills

Virtual Assistance

Email Communication

Internet Research

Data Entry

Customer Service

Experience

Contact Research

2022 - 2023

Oceanwing

I worked in an ecommerce service agency and my tasks were searching for contact details of potential clients, Internet Research, and email outreach. I have signed up a few contracts for our commerce service agency.

Virtual Assistant

2016 - 2022

Slightech

My tasks include email outreach, internet research, list building, and customer service. I search around the web for influencers and media people to help us promote our products on their channels and websites. I reached out to them through emails. I also looked for distributors, sellers, and stores in the US and EU regions to sell and distribute our products. I built business relation with some of the retail owners in the US and Australia. I also did customer support on our Amazon page. I managed our Amazon Seller Central account. In my years of working with the company, I have successfully helped market its products and increase sales in the US and EU.

Office Clerk

2014 - 2016

RM Cooling Services

I prepared and emailed the billings to clients, prepared weekly payroll, filing, and other office staff related tasks.

Education

Computer Systems Design and Programming, Vocational

1994 - 1996

AMA Computer Learning Center