

# JAY JR GAMATAN

## E-COMMERCE SPECIALIST

☎ 0995 300 9580

✉ jgamatan2001@gmail.com

🌐 <https://virtualassistantjay.wixsite.com/virtualassistant-jay>

### EXPERIENCE

#### Amazon PPC Specialist (Free service)

Plugin Earth

July 2025 - July 2025

- Managed and created sponsored ad campaigns to improve visibility and drive sales
- Conducted in-depth keyword research and competitive analysis to identify high-converting search terms
- Optimized product listings by improving titles, bullet points, backend keywords, and images based on keyword trends and competitors
- Analyzed advertising performance reports to adjust targeting, optimize bids, and lower ACoS while improving ROAS
- Created and maintained keyword tracking reports to monitor ad spend, conversions, and ranking performance over time

#### Amazon Product Researcher Intern

Soled LLC

April 2025 - May 2025

- Conducted product research through reverse sourcing, manual sourcing, storefront stalking, and wholesale research
- Used Keepa and SellerAmp to analyze product history, sales rank, and competition
- Studied discount sourcing platforms such as Rakuten and SalesGazer to find profitable deals
- Tracked and organized research data using spreadsheets for easy reference and decision-making

#### Finance Intern

Holiday Inn & Suites Makati,  
an IHG Hotel

May 2024 – July 2024

- Organized and maintained financial records including journals and official receipts
- Used Opera PMS to access guest folios and support daily financial reporting
- Utilized digital tools such as DocMX to manage and link documents efficiently
- Gained hands-on experience in data handling, financial accuracy, and detailed record keeping

#### Human Resource Intern

Holiday Inn & Suites Makati,  
an IHG Hotel

May 2024 – June 2024

- Supervised fellow interns and ensured adherence to company policies and timelines
- Monitored time sheets and assisted in administrative tasks such as scheduling, coordinating daily assignments, and organizing meetings
- Conducted onboarding sessions for new interns to support a smooth transition into the company

## EDUCATION

### **Bachelor of Science in Hotel and Restaurant Administration**

Lyceum of the Philippines  
University Manila  
August 2020 – September  
2024

### **Upper Secondary Education Major in Accountancy and Business Management**

St. Andrew's School  
2018 – 2020

## SKILLS

- Microsoft Office (Word, Excel, PowerPoint)
- Amazon PPC
- Helium 10 (Cerebro, Magnet, Scribbles, Adtomic)
- Basic Video Editing (Trimming, Captions, Enhancements)
- Product Listing (Amazon Seller Central)
- Amazon Product Research (Reverse Sourcing, Manual Sourcing, Storefront Stalking, Wholesale Research)
- Discount Sourcing Studied: Rakuten, SalesGazer
- Amazon Tools Studied: Keepa, SellerAmp (SAS), RevSeller, Threecolts Tactical Arbitrage (Basic), Amazon Seller Central
- Shopify Store Setup
- Amazon A+ Content

## AMAZON ACADEMY CERTIFICATION

**Amazon Sponsored Ads Advanced Certification**

**Amazon Sponsored Ads Certification**

**Amazon Ads Foundation Certification**

**Amazon Video Ads Certification**

**Amazon DSP Campaigns Certification**

## OTHER CERTIFICATE

**TOEIC (Test of English for International  
Communication)**

Total Score: 855 - March 2024

### **UDEMY CERTIFICATE**

Amazon Virtual Assistant for Sellers • Full  
Course [2025]

## PROJECTS

### **Amazon PPC Portfolio**

[Click this link](#)

### **Listing Optimization and A+ Content Portfolio**

[Click this link](#)

### **My VA Portfolio Website**

[Click this link](#)

### **Sample Ebay VA Product Listing**

[Click this link](#)

### **My Own Shopify Store (3-Day Free Trial):**

[Click this link](#)

# MY SAMPLE WORKS

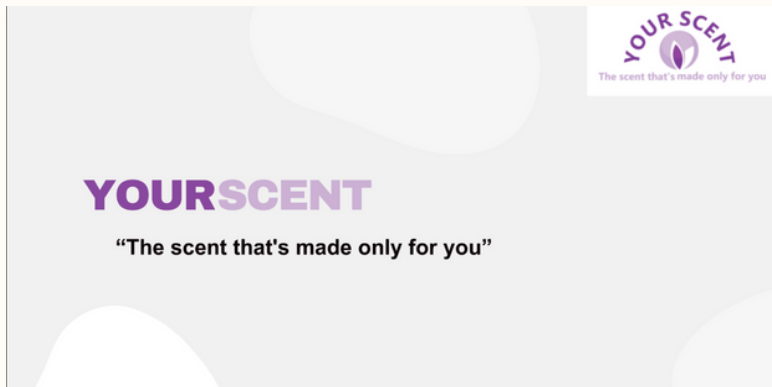


## WORDPRESS: CHECKLIST WFH ESSENTIALS FOR VA'S

[LINK HERE:](#)

## TRAVEL AGENCY PROJECT

[LINK HERE:](#)



## MARKETING PROJECT

[LINK HERE:](#)

## BROCHURE PROJECT

[LINK HERE:](#)





**PINTEREST POST USING TAILWIND**

[LINK HERE:](#)



**PREZI-STYLE INSTAGRAM POST (MULTIPLE PICS)**

[LINK HERE:](#)



**SAMPLE CANVA WORK**

MON 28	TUE 29	WED 30	THU 31
4	5	6	7
11	12	13	14
15	16	17	18
19	20	21	22
23	24	25	26
27	28	29	30

**SAMPLE EMAIL SCENARIO FROM YOUTUBE**

[SCENARIO LINK HERE:](#)

ADDRESS	PHONE NUMBER
2700 N Main St suite 1101	+1 949-903-66
418 Clavin Ave	+1 559-718-00
3220 S Higgins St # 233	+1 805-459-18
6 N First Ave UNIT 102	+1 626-790-22
305 N 1st #101	+1 559-718-40
Mountain Club & Bakersfield, CA	+1 818-698-25
8736 California City Blvd	+1 760-373-92
1624 California St	+1 415-603-50
3101 W Beverly Blvd #201	+1 323-722-55
1215 W Center St #101	+1 209-607-96
2135 Larkspur Ln STE A	+1 530-222-38
1333 N California Blvd #50	+1 925-595-80
4678 N First St	+1 661-360-68
1170 E Champlain Dr Suite 109	+1 559-905-52
3940 Hancock St #109	+1 619-286-94
1646 N California Blvd Suite 101	+1 925-699-61
2901 West Coast Hwy	+1 951-228-47
	+1 949-335

**SAMPLE LEAD GENERATION REALTOR CALIFORNIA**

[LINK HERE:](#)



**TURNING 1-HOUR VIDEOS INTO TIKTOK & INSTAGRAM CLIPS**

[LINK HERE:](#)

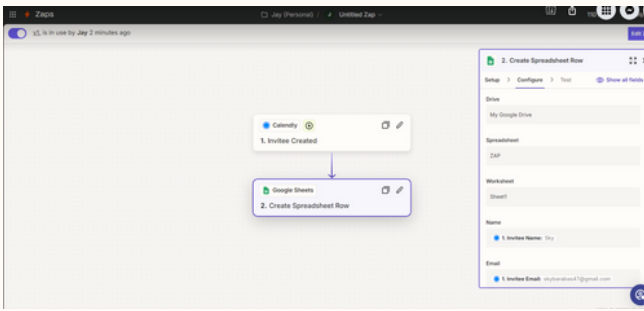
BAGONG LUMA		CONVEYER TYPE		FILIPINO RESTAURANT SINCE 2023	
SOUP		RECOMMENDED DISH		DESSERT	
<b>Tinola Soup with Quinoa</b> P79 Traditional chicken soup dish made with ginger, onions, and green papaya with cooked quinoa.		<b>Soup</b> P69 Mixed vegetable soup with chicken, carrots, and onions.		<b>Leche Flan Panna Cotta</b> P99 Fusion of the classic Filipino dessert, leche flan, and Italian panna cotta.	
<b>Kalabasa soup</b> P69 Soup made with roasted kabocha squash, coconut milk, and ginger topped with sticky rice noodles and served with a side of crispy bread.		<b>Main Course</b> P149 Chicken, beef, pork, and fish.		<b>Mango Sago Parfait</b> P89 Sweet mangoes, sago pearls, and creamy coconut milk topped with a crunchy granola.	
<b>Sinigang Ramen</b> P149 A fusion of classic sinigang and Japanese ramen noodles, with shrimp, pork, and chicken, and served with a side of crispy bread.		<b>Dessert</b> P149 Chocolate, Cheesecake, and Cakes.		<b>Bibingka Souffle</b> P109 Classic bibingka transformed into a light and fluffy souffle with a sticky coconut topping.	
<b>Lasagna Shrimp</b> P79 Style shrimp made with ground pork, beef, carrots, onions, and garlic, served with a sweet and sour dipping sauce.		<b>Salad</b> P149 Fresh mix of palm mixed with tomatoes, onions, and cilantro, dressed with a tangy blend of vinegar, sugar, and fish sauce.		<b>Taho Panna Cotta</b> P89 Fusion of the traditional Filipino snack, taho, and Italian panna cotta.	
<b>Sisig Tacos</b> P179 Crispy sisig filled with sisig, topped with fresh chopped pig's head and liver, topped with sliced onions, chilies, and cheese.		<b>Beverage</b> P89 Buko Pandan Shake, Tukoletto Botilol.		<b>Chocolate Champorado Cake</b> P79 Chocolate cake infused with the flavors of the Filipino sweetener, champorado.	
<b>Salted Egg Potato Chips</b> P89 Thick sliced potatoes seasoned with a house blend of salted egg.					

**RESTAURANT MENU PROJECT**

[LINK HERE:](#)

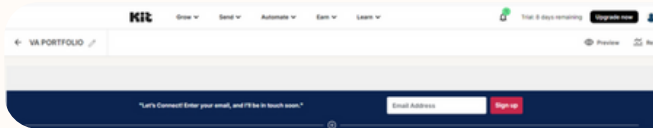


## CALENDLY TO ZAPIER TO GOOGLE SPREADSHEET AUTOMATION (FREE TRIAL)



	A	B	C	D	E	F	G	H
	Name	Email	Date	Lead Came From	Result	Emotions	Objects	Questions
1	Sky	skyberas47@gmail.com	2024-11-11 14:00:00					
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3								
4								
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[LINK HERE:](#)



LANDING FORM MADE ON  
KIT.COM (TRIAL)



### POSTER 1 PROJECT

[SCENARIO LINK HERE:](#)



### POSTER 2 PROJECT

[LINK HERE:](#)



### POSTER 3 PROJECT

[LINK HERE:](#)

[VISIT MY PORTFOLIO WEBSITE WITH THIS LINK](#)