

# LAUREN LEIGH V. ABANTE

34 Celosia St. Del Nacia Village 4, Sauyo Road, Novaliches, Quezon City

Mobile No. +639275408697

Email: [venturaleigh@gmail.com](mailto:venturaleigh@gmail.com)



## **Personal Information**

Age: 29 Years Old

Religion: Roman Catholic

Civil Status: Married

Citizenship: Filipino

Date of Birth: February 20, 1994

Place of Birth: Quezon City

## **Education**

### **• Tertiary: AB Political Science - University of Santo Tomas (2010 - 2015)**

Bachelor of Arts in Political Science

### **• Secondary: Colegio De San Lorenzo (2006 - 2010)**

## **Job Experience**

### **❖ Amazon Operations Manager/ Executive Assistant**

#### **Mind Body Future (August 2019-March 2023)**

#### **● *Listing Management, Creation and Optimization***

- Creating new product listings and variation structures within Amazon policy guidelines to support the clients' business needs either manually or bulk upload through a flat file.
- Make sure title, content and images are optimized for each listing to increase traffic and conversion.
- Create deals, vouchers and other promotions to increase sales and conversion.

#### **● *Account Health Management***

- Monitoring Amazon Seller Central account health, identifying root cause of policy violation or listing health issues, communicating documentation needs to cross-functional team members and following through to resolution.
- Records product reviews and seller feedback; ensures high ratings are maintained by immediately attending to customers' needs and concerns.

#### **● *Content Management***

- Planning, execution or outline of templates to be used in A+ content and Storefront.
- Suggest/decide on what kind of images to be used for content to enhance the user experience.

#### **● *Brand Management thru Brand Registry***

- Protecting the brand through monitoring of listings to determine counterfeit products and copyright and trademark infringement.

#### **● *Product Research and Development***

- Conducts product pipeline in order to assess the market if the product prospect is competitive and saleable.
- Perform competitor analysis to examine the competitors' product listings, evaluate their prices, reviews, etc.

- Conducts keyword research to find relevant keywords that will help a product appear on top of search results and get ranked.

- *SOP Creation*

- Creates documents with detailed steps to ensure that present and future employees would be able to perform their job the easiest way possible.
- Update existing SOPs as change is inevitable.

- ❖ **ESL Teacher**

**RareJob, Inc. (August 2019-March 2021)**

- Conducts English lessons online – voice and video conversation.
- Corrects students' grammar and spelling

- ❖ **Production Coordinator/ Warehouse Supervisor**

**Strongglass Fab., Inc (April 2016-October 2017)**

- Make Job Orders to be provided to the warehouse employees. • Receive and assess Purchase Orders by clients if it is possible for manufacturing. • Provide Delivery Receipts and Sales Invoices to Customers.
- Make Purchase Orders in buying equipment and glass supplies.
- Draft and Print company brochures.
- Compute and provide costing for potential and inquiring customers.
- Manage Quality Control of products before and after processing.
- Supervise the employees in the warehouse.

- ❖ **Legal Assistant**

**Globetek Science Foundation Inc. (July 2015-January 2016)**

- Draft legal documents such as Director's Certificate, Secretary's Certificate, Distributorship Agreement, Articles of Incorporation, etc.
- Liaise with different government entities such as Securities and Exchange Commission, Quezon City Hall and Makati City Hall.
- Procure permits/ certificates such as business permit, fire safety certificate, barangay clearance, etc.
- Attend business and marketing seminars.
- Conduct research to develop new products and enhance the existing ones.

### Skills

- Good Research Skills: (finding good references, writing substantial content, proper citing of sources)
- Intermediate Skills in Microsoft Office applications Word, PowerPoint, Excel)
- Languages: Filipino (excellent); English (good)
- Can work on tight deadlines, under pressure; presenting to groups; in depth research and analysis of a topic; can work with team or independent
- Committed to complete any workload given

### Character Reference

**Daisy Cabagua**  
Accounting Assistant  
GTSF Inc.  
+639238707030

**Jay Manalo**  
Manager  
Strongglass Fab., Inc.  
+639176269951

**Ephraim Mallillin**  
Legal Supervisor  
GTSF Inc.  
+639175231880