LAWRENCE FIDELINO

AMAZON ACCOUNT MANAGER

As a tech-savvy professional with years of experience in the Amazon agency industry, I am a passionate learner dedicated to continuously expanding my knowledge. I take pride in my ability to enhance work efficiency while maintaining a high standard of output quality. My commitment to excellence drives me to care deeply about my work and deliver exceptional results.

CONTACTS

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TOOLS

- Amazon Seller Central
- Amazon Advertising
- Helium10
- Sellerboard
- Keepa
- JungleScout
- Microsoft 365
- Google Workspace
- Trello/Asana/Notion
- Slack/Teamwork Chat
- Loom
- Calendly
- Canva
- ChatGPT
- SQL

SKILLS

- Amazon Account Management
- Amazon PPC
- Amazon SEO
- Brand Registry
- Excel VBA
- Google Apps Script
- General Virtual Assistance
- Programming & Automation
- Data Analysis

SOFT SKILLS

- Work Ethic
- Time Management
- Communication
- Teamwork
- Problem-solving
- Adaptability
- Attention to Detail

RELATED EXPERIENCE

AMZ CLEVER
Remote

OPERATIONS SUPPORT LEAD — Jan 2020 - Nov 2023

- Created tools such as Excel templates, Web Apps, or Google Apps Scripts to significantly optimize work operations of all departments.
- Led the Operations Support Specialists (OSS) team and trained each new member.
- Hosted weekly meetings with each OSS to see where I can assist or educate.
- Held each OSS accountable and reported performances directly to CEO.

OPERATIONS SUPPORT SPECIALIST — Nov 2017 - Jan 2020

- Generated reports from Amazon Seller Central and Advertising for account manager and CEO.
- Updated report templates when Amazon makes changes to raw data..

CERTIFICATES & TRAININGS

- Amazon Account Management (Sandbox VA)
- Amazon PPC+ (Sandbox VA)
- Amazon Product Research (Sandbox VA)
- Advertising Foundations (Amazon)
- Amazon Sponsored Ads (Amazon)
- Amazon Retail for Advertisers (Amazon)
- Remote Work Professional (CertiProf)
- Virtual Assistant Skills (Inspired Filipino Freelancers)
- Discover Data Analysis (Microsoft Learn)

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