

LOVELY MAE GUERRERO
lovelymaeeguerrero3@gmail.com
09949803792

PROFESSIONAL SUMMARY

Experienced online thrift seller with a proven track record of success over the past two years. My responsibilities included managing all aspects of the online sales process, from sourcing and listing inventory to customer service and marketing. My formal training in online management has provided me with a comprehensive understanding digital marketing strategies, e-commerce platform optimization, data-driven decision making. I can utilize my skills and experience to contribute to the growth and success of a forward-thinking organization.

JOB DESCRIPTION / WORK EXPERIENCE

Online Selling: For two years, I successfully managed and grew a thriving online thrift business. My responsibilities encompassed sourcing unique and high-demand items, creating compelling online listings, providing excellent customer service, and efficiently managing order fulfillment. I consistently exceeded sales targets and cultivated a loyal customer base through effective marketing strategies and a commitment to customer satisfaction.

Virtual Executive Assistant: I managed email correspondence, organized inboxes, handled social media content and engagement, scheduled meetings, conducted research, and provided administrative support to enhance productivity and streamline operations.

Social Media Management: I strategically developed and executed comprehensive social media campaigns across various platforms to enhance brand visibility and engagement. My responsibilities included creating content, managing social media calendars, and monitoring analytics to measure the effectiveness of Campaigns. I engaged with followers, responded to inquiries, and fostered a sense of community around the brand. Additionally, I significantly boosted the company's online presence and audience growth.

Creatives (i.e Photo/Video Editing, Graphic Design, and Digital Marketing): Proficiency in photo and video editing encompasses fundamental techniques to enhance and polish visual content. These disciplines focus on enhancing the quality and presentation of visual media, typically utilizing user-friendly software tools.

WORK HISTORY

DELA- ALI Virtual Executive Assistant (Seasonal Account Part-Time)
1st Floor Purok 4 109 Bldg., Talogtog, Mangatarem, Pangasinan, Philippines
January 2025 - April 2025

**Mia Joy Lyn's Thrift Online
Online Seller**
152 Calvo POB. Mangatarem, Pangasinan, Philippines
January 2022 - December 2024

SKILLS

- Email Management
- Google Workspace
- Product Order & Return Management
- Creative Photo and Video Editing
- Social Media Management
- Admin Task Support
- Payment Invoice Checker
- Client Escalation Coordinator
- Logistics Coordinator
- Phone, Chat, and Email Support
- Microsoft Office Software Literate
- Good Communication Skills
- Computer Literate
- CRM Management

EDUCATION

MANGATAREM NATIONAL HIGH SCHOOL

Pogonlombo Mangatarem Pangasinan

Senior High School- HUMSS

Junior & Senior High School Graduate- 2024

I hereby certify that all the above information is true and correct.



LOVELY MAE GUERRERO

Printed name with signature