

# ANDREW JOSEPH MAGNO

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B2 L9 Phase 2 Celina Homes 5, Tagapo, Santa Rosa, Laguna, 4026

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## PROFESSIONAL SUMMARY

Experienced customer service, administrative support, sales, and data management. With hands-on experience across the e-commerce, electric vehicle, Delivery, Logistics and Freight Industry. Skilled in customer relationship management, lead generation, data entry, document processing, scheduling, inventory management, and technical support.

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## STRENGTHS AND EXPERTISE

TMS System  
Amazon Seller Central  
Google Workspace  
Microsoft Office

Photoshop  
Canva  
Capcut  
Administrative Support

Livestream Setup  
Data Entry  
Software and Hardware  
Installation and repair

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## PROFESSIONAL EXPERIENCE

### Spotter Ai

January - April 2026

#### Data Entry Specialist - Onboarding Department

- Create Profile for Drivers
- Upload necessary documents accurately
- Input Data on the system for drivers and google sheet

### Mobilit- E Electric Motorcycles

April 2024 - December 2025

#### Service Advisor/ Sales and Support Representative

- Handle Technician and makes their itinerary
- Admin task and Inventory management
- Call's client to ensure customer satisfaction and concerns
- Work closely with all departments to ensure smooth operation from back office and field works

### Istor Data Solutions Inc.

July 2022 - October 2023

#### Data Entry/Data Gathering

- Collect Data for an E-commerce Platform accurately and in timely manner
- Regulate and adjust budgets for ads
- Enters product data accurately on a database while ensuring accuracy of details

**Mr. Pick Up PH**  
**Marketing and Operations Support Officer**

**April 2021 - June 2022**

- Calling prospect clients and showcase the efficiency of the delivery app
- Appoint Delivery Riders on designated areas to ensure all clients deliveries are picked up
- Answering concerns of customers regarding delivery
- Enters Data of Leads, send proposals to the clients.

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## **EDUCATION**

**Laguna Science and Technology College**  
Bachelor of Science in Computer Science

**South City Homes Academy**  
Highschool Graduate

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References are available on request.