

ALBERT BILLY ARUPO

E-commerce & Social Media Virtual Assistant

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📍 Magdalena, Laguna, Philippines

PROFESSIONAL SUMMARY

E-commerce & SocialMedia Virtual Assistant with hands-on experience in Shopify, TikTok Shop, and eBay operations. Skilled in customer support, product listing optimization, social media management, and content creation. Experienced in both backend operations and creative execution, helping brands maintain organized systems, consistent content, and efficient online store performance.

WORK EXPERIENCE

E-commerceVA / Social Media VA

Envious Designs | April 2024 – Present (Part-Time)

- Managed customer support across email, chat, and phone
- Handled order processing, product imports, and inventory via Shopify and TikTok Shop
- Optimized product listings using SEO to improve visibility and conversions
- Created graphics, static ads, and short-form video content for marketing and social media
- Managed social media across TikTok, Meta, YouTube, and Pinterest
- Supported email marketing and basic digital marketing tasks

Creative Designer / Social Media VA

Destined Curves | January 2025 – March 2025

- Designed promotional graphics, ad creatives, and short-form video content
- Scheduled and published content across social media platforms
- Assisted in content planning and execution of marketing campaigns
- Supported brand consistency through visual content creation

Purchasing Officer

Foodparks by Raintree Inc. | Jan 2018 – Nov 2018

- Managed procurement processes, supplier coordination, and inventory control
- Oversaw bidding processes and optimized purchasing budgets

Purchasing Associate

Foodparks by Raintree Inc. | Mar 2016 – Dec 2017

- Sourced suppliers and handled purchasing documentation and data entry
 - Maintained accurate inventory and procurement records
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CORE SKILLS

E-commerce Operations | Shopify Management | TikTok Shop Management | eBay Management · Customer Support | Product Listing Optimization | Inventory Management & Forecasting | Order Processing | Social Media Management | Content Creation (Graphics & Video) | Email Marketing | Basic Search Engine Optimization (SEO)

TOOLS & PLATFORMS

Shopify | TikTok Shop Seller Center | eBay | Meta Business Suite | Google Workspace | Slack | Canva | CapCut | ChatGPT | Gemini | VEO | Elevenlabs | Claude | Pilot

EDUCATION

Associate in Health and Science Education
University of the East