



Contact

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Address

Tagoloan Misamis
Oriental, Philippines

Education

2013 – 2017

BS Community Development

Tagoloan Community College

Language

English

Tagalog

EDZEL TEVES

E-commerce Specialist · Data Entry Expert · Administrative Professional

Results-driven professional with a versatile background spanning e-commerce operations, administrative support, safety management, and sales. Adept at managing high-volume data entry, sourcing profitable Amazon leads, and delivering direct mail marketing research with precision. Known for exceptional attention to detail, strong work ethic, and the ability to thrive under pressure – consistently going above and beyond to deliver high-quality outcomes.

Work Experience

November 2023 – April 2026

Wise Pelican LLC (USA-based company) (Remote)

Researcher and Data Entry Specialist

- Wise Pelican is a direct mail marketing company that primarily serves the real estate industry by providing turnkey tools for creating and sending postcards, flyers, and other printed materials.
- Performs comprehensive research and manages high-volume data entry with strict attention to detail, ensuring data integrity and consistency to support large-scale direct mail marketing operations for real estate professionals.

April 2023 – September 2023

HandHproducts/Amazon Store (Remote)

Amazon Online Arbitrage Sourcer

- Identifies high-performing Online Arbitrage leads by conducting rigorous market research and financial analysis to meet specific BSR and ROI targets while ensuring consistent profitability through data-driven tools and trend verification.

November 23, 2020 – June 30, 2022 (Job Order)

Local Government Unit of Tagoloan

Administrative Aide 1

- Local government units have the power and authority to establish an organization responsible for the efficient and effective implementation of their development plans, program objectives, priorities, and to levy taxes, fees, and charges.
- Performed data entry and clerical work including filing, answering phones, logging information, copying files, responding to emails, updating schedules, and greeting and assisting visitors to the office

June 14, 2019 – December 14, 2019 (Project Based)

Philippine Iron Construction and Marine Works Inc. (PICMW)

Safety Officer (Project Based)

- PICMW is a general engineering and construction company focusing on industrial construction, shipbuilding, ship repair services, and overseas personnel deployment.
- Evaluated and improved safety measures; advised on workplace health and safety; investigated accidents and wrote incident reports; conducted inspections to ensure equipment and site safety; eliminated work hazards.

January 2018 – November 2018 (Contractual)

Visayas Ramcycle Inc. (RUSI Motors)

Sales Representative

- RUSI (Rama's Uypitching and Sons Inc.) is a leading Motorcycle Dealership Company in the Philippines.
- Generated leads, exceeded sales goals, negotiated contracts with prospective clients, determined pricing schedules, prepared weekly/monthly reports, and delivered sales presentations to a range of prospective clients.

Skills

- Amazon FBA & Online Arbitrage
- Shopify Store Management
- Amazon Store Management
- E-commerce Operations
- Product Research & Sourcing
- Direct Mail Marketing Support
- Data Entry & Data Management
- Administrative Support
- Customer Service
- Basic Photo & Video Editing
- Basic Web Designing
- Time Management
- Excellent Communication
- Adaptability & Problem Solving
- Ability to Work Under Pressure
- Microsoft Word, Excel & PowerPoint

SEMINARS & TRAININGS ATTENDED

- Amazon Product Research
- Data Entry Specialist Training
- Amazon Store Management
- HSE International Consultancy – Health Safety & Environment
- Capability Building Human Rights Seminar
- AMAZON FBA Local Supplier Wholesale
- Product Research
- Shopify Store Management
- Basic Occupational Safety and Health (BOSH)
- Computer Hardware Servicing NCII
- Raising Awareness in Gender Sensitivity and Drug Addiction Leadership Training Seminar

Reference

Geoff Lilienfeld

Wise Pelican LLC. / CEO

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HandH Products/Amazon Store/CEO

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