



Roxanne Clemente



A Virtual Assistant with 9 years experience in various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

✿ Education

University of the Cordilleras

Bachelor of Science in Business Administration

✿ Soft Skills

Experienced Project Coordinator and Event Organizer with a proven track record of soft leadership—motivating cross-functional teams, building collaborative relationships, and delivering high-impact projects and events with empathy, adaptability, and clear communication.

✿ SKILLS ✿

Executive Assistant
Appointment setting
Hiring Recruitment
Amazon FBA
Medical Biller
Lead Generation
Data Entry

Email Marketing
Social Media Marketing
Content Creation
Product Research
Product Listing Optimization

Experience

PRODUCT RESEARCHER / STORE MANAGER

ZYEFIT

May 2025- March 2026

- Conducted in-depth product research to identify winning products for e-commerce stores.
- Managed eBay store operations including product listings, inventory monitoring, and order fulfillment.
- Coordinated with suppliers and vendors to ensure product quality, pricing competitiveness, and timely deliveries.
- Optimized product listings with keyword research and competitor analysis.
- Monitored store performance, customer feedback, and sales analytics to improve conversion rates.

HIRING RECRUITMENT/ADMIN ASSISTANT

Supreme Works Incorporated

2024-May 2025

- Partnered with companies to identify and recruit top talent based on organizational needs.
- Built strong client relationships and sourced qualified candidates through various recruitment channels.
- Conducted candidate screening, scheduling interviews, and coordinating hiring processes.
- Assisted with administrative tasks and client communications.

Experience

SENIOR EXECUTIVE ASSISTANT

Cartography
2023-2024

- Managed executive calendars, appointments, and travel arrangements.
- Coordinated meetings, projects, and internal communications.
- Maintained confidential documents and handled executive administrative support.

PRODUCT RESEARCHER

Zyefit and Jaldtech
2024- 2025

- Specializing in Amazon FBA and Shopify dropshipping, with expertise in product research, customer relations, supply chain management, and vendor negotiations. Proven ability to deliver exceptional service and maintain high customer satisfaction.

APPOINTMENT SETTING

ATM ALLIANCE, EMPLOYMENT RETENTION CREDIT - CLEAN WORK CLEANING SERVICES

- Successfully scheduled and managed appointments for the sales team, ensuring optimal use of time and resources. Utilized efficient communication and organization skills to coordinate meetings and follow-up appointments with prospective clients.

Experience

SOCIAL MEDIA MANAGER / ADMIN ASSISTANT

2023 - 2024

HONEYBEES GROUP

- To enhance brand visibility and drive customer engagement, we created and curated engaging and shareable content including written posts, images and videos. I specialized in creating strategic and interactive social media experiences for business. Engagement and analytics begin with content creation and scheduling.

SALES EXPERT (Opener and closer)

2022-2023

Greylock

- Specializing as both an opener and closer, I demonstrated exceptional skills initiating client engagements, building rapport, and generating interest in products or services.
- Additionally, I excelled at finalizing deals negotiating terms, and ultimately closing sales, contributing to the organization's revenue growth and market presence.

MEDICAL BILLER

2018-2022

SAGE MEDICAL MANAGEMENT

- I worked with a great team and helped our clients deal with claims. I called insurances, attorney's, adjusters. We made sure that patients' file/bills are on time and correct. We dealt with adjusters to fix and pay the bills for their patients. We also do follow-ups with the attorney regarding litigated/settled/closed claims.

CUSTOMER SERVICE REPRESENTATIVE

2010-2016

SITEL BAGUIO

- ADHERED TO COMPANY POLICIES AND SCRIPTS TO CONSISTENTLY ACHIEVE CALL-TIME AND QUALITY STANDARDS. PROCESSED DEBIT AND CREDIT CARD AND ELECTRONIC CHECK PAYMENTS. ATTENDED TELEPHONE SKILLS AND PROGRAM INFORMATION TRAINING SESSIONS TO BOOST ABILITY. PERFORMED VARIOUS CLERICAL DUTIES BY FILING AND FAXING DOCUMENTS AND CREATING CUSTOMER DATABASES.