

JETHRO RAY GUSTILO

Virtual Assistant | E-commerce Product Listing & Administrative Support

Email: jethrogustilo08@gmail.com **Phone:** +63 991 960 9567 **Location:** Tarlac, Philippines

PROFESSIONAL SUMMARY

Detail-oriented and dependable Virtual Assistant with hands-on experience in e-commerce product listing, data management, inventory tracking, and administrative support. Skilled in managing Amazon, Etsy, and Shopify product listings, organizing spreadsheets, maintaining accurate product data, and creating basic product mockups using Canva. Adept at working in fast-paced remote environments with strong organizational, communication, and multitasking abilities.

CORE SKILLS

- Amazon, Etsy & Shopify Listing Management
- Product Data Entry & SKU Organization
- Microsoft Office & Google Workspace
- Email & Calendar Management
- Inventory & Spreadsheet Management
- Canva Basic Photo Editing
- Administrative & Virtual Assistance
- Time Management & Team Collaboration

PROFESSIONAL EXPERIENCE

Virtual Assistant – Product Listing & Data Management | Remote / Freelance (2025 – 2026)

- Created and managed product listings on Amazon, Etsy, and Shopify platforms.
- Maintained accurate product data including titles, descriptions, pricing, and SKUs.
- Updated inventory spreadsheets and performed listing quality checks.
- Created basic product image edits and mockups using Canva.

Administrative Intern | Regional Mobile Force Battalion, PRO CAR (2024)

- Organized documentation and maintained accurate records.
- Prepared reports and assisted with administrative coordination.

Operations Support Intern | City Internal Affairs Service, Baguio City (2024)

- Maintained operational records and assisted with reporting tasks.
- Supported workflow coordination and compliance tracking.

EDUCATION

Bachelor of Science in Criminology

University of the Cordilleras, Baguio City
2020 – 2024

LICENSES & CERTIFICATIONS

- Registered Criminologist – Rating: 86.05%

TOOLS & TECHNOLOGIES

Microsoft Office (Word, Excel, PowerPoint) • Google Workspace (Docs, Sheets, Drive) • CRM & Data Management Tools • Email & Calendar Management