

EUNICE DARADAL

Admin & E-Commerce Virtual Assistant

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PROFESSIONAL SUMMARY

E-Commerce Virtual Assistant with 7+ years of experience supporting sellers and businesses. Proven track record in **inventory management, order fulfillment, logistics coordination, catalog management, and account health monitoring**. Skilled in streamlining operations, improving workflow efficiency, and delivering excellent customer support to drive business growth.

CORE SKILLS

- E-Commerce Account Management (Amazon, Shopify, Walmart, Etsy, Wayfair)
 - Inventory Management & Replenishment Planning
 - Order Fulfillment (FBA & FBM)
 - Logistics & Supply Chain Coordination
 - Product Listings & Catalog Management
 - Account Health Monitoring & Case Management
 - Customer Support & Issue Resolution
 - Data Analysis, Reporting & KPI Tracking
 - Amazon FBA Reimbursements & Fee Audits
 - SOP Development & Process Improvement
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PROFESSIONAL EXPERIENCE

Operations Assistant

Faire de la Mode Jewellery Inc. | Jan 2025 – Present (Part-time)

- Manage daily operations across multiple platforms, including order processing and listing updates
- Monitor account health, performance metrics, and compliance
- Track inventory and coordinate replenishment to avoid stockouts
- Handle customer service and returns efficiently

- Maintain and update sale prices, discounts, and promotional campaigns to ensure pricing accuracy and maximize conversions
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Admin Virtual Assistant / Brand Ambassador Manager

Happy Eco Co. | Nov 2020 – Present (Part-time)

- Maintain accurate daily and monthly performance reports for business tracking
 - Manage customer communications and resolve concerns efficiently
 - Create and maintain Standard Operating Procedures (SOPs) to streamline workflows and ensure consistency across operations
 - Support overall administrative and operational workflows
 - Coordinate influencer partnerships and campaigns to boost brand visibility
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Admin & Inventory Manager

Brandrise SL / Strigo LLC | Mar 2022 – Jan 2026

- Oversaw inventory and logistics for multi-channel stores (Amazon, Walmart, Shopify, Etsy, Wayfair)
 - Planned and executed inventory replenishment to maintain optimal stock levels
 - Coordinated shipments, supplier communication, and warehouse operations
 - Managed financial tracking, including receivables, payables, and reporting
 - Improved internal processes and maintained SOPs for operational efficiency
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Admin Virtual Assistant

Minimax Group | Nov 2020 – Sept 2024

- Monitored sales and inventory reports for management's decision-making
 - Monitored Amazon FBA fees and processed reimbursement claims
 - Assisted in content planning and social media management for multiple brands
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Amazon Product Specialist

3-BG LLC / Thrasio LLC | Oct 2021 – Feb 2022

- Created and optimized product listings with SEO-focused content
 - Monitored listing performance and resolved suppressed or inactive listings
 - Managed Seller Central cases for compliance and listing issues
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Fulfillment Specialist

3-BG LLC | Feb 2021 – Oct 2021

- Processed customer orders across Amazon and Shopify, including returns
 - Managed FBA shipments and maintained accurate inventory records
 - Tracked COGS and maintained financial documentation
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Amazon Order Fulfillment Specialist

Bargain Ben | Aug 2018 – Jan 2021

- Fulfilled high-volume FBM orders with accuracy and timeliness
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Safety Officer

Toyota Marilao, Bulacan Inc. | May 2016 – July 2018

- Ensured compliance with workplace safety standards and ISO 14001:2015
 - Conducted training and monitored safety performance across teams
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Human Resources Assistant

Toyota Marilao, Bulacan Inc. | Feb 2013 – Apr 2016

- Supported recruitment, payroll, training, and employee relations
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EDUCATION**BA Development Studies**

University of the Philippines