



Curriculum Vitae

Maricel C. Dacuma

General Virtual Assistant
Executive Virtual assistant
E-commerce virtual assistant
Lead Generation Specialist

"Working on the tasks you detest is something I love to accomplish."

Hello, I'm a lead generation specialist who helps companies succeed by generating qualified leads and closing sales. My area of expertise is guiding businesses through the complexities of producing high-quality leads and successfully closing sales. I can improve your sales approach since I have a track record of identifying profitable possibilities and expediting the closing process.

As a lead Automation Specialist, I thrive on creating strategic solutions that propel businesses forward. I possess a keen understanding of lead generation methodologies and utilize cutting-edge tools to automate and streamline the lead management process. My goal is to empower businesses to reach their full potential by ensuring a seamless flow of leads through efficient automation.

And as your virtual assistant, I can complete duties assigned to me precisely and efficiently because of my great technical understanding and superior organizational skills. I have a strong desire to solve problems and provide timely support so you can achieve your objectives. In addition, I want to build a successful, long-lasting working relationship with you by providing a professional support service that is honest, trustworthy, and of high quality.

I'll put in place a time management system that aids in task prioritization and minimizes distractions during working hours. I'll be able to do my work quickly and still have time for personal development that way.

My Contact

Phone number: +639952854501

WhatsApp: +639952854501

SkypeID: live:.cid.ca5f69e6b1d7f002

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Facebook Link: <https://www.facebook.com/mecelcdacuma/>

Linkedin Link: <https://www.linkedin.com/in/maricel-dacuma-12933b247/>

Onlinejob.ph Link: <https://www.onlinejobs.ph/jobseekers/info/2201895>

Upwork Link: <https://www.upwork.com/freelancers/~01001fc5e37bad9c79>

Professional Experience

Full-time Job

December 2021- March 2023
E-commerce Virtual Assistant

- Lead Sourcing/ Product Researcher
- I am proficient in multiple data collection and analysis techniques and have knowledge of statistical computer applications (Google Sheets/Spread Sheets/excel), Keepa, Jungle Scout, helium 10, Revseller, sellerAmp, and Seller Sentral.

July 2005- October 2021

Product Quality Assurance (Production Operator)
Taiyo Yuden Philippines Inc.



- TAIYO YUDEN CO., LTD. manufactures and sells electronic parts and recordable media, as well as ceramic condensers, ferrite products, communications, and high-frequency equipment, EMC
- Product Quality Assurance (Production Operator).
- I Create data collection processes, conducting 100% inspection of the products to ensure the quality of the product for customer satisfaction.
- On top of my regular role, I also do the 5'S in my working area.
- I became one of the perfect attendance awardees for the past year in January - December 2016

May 2004-June 2005- Data Entry

Budget Builders Inc.



- Budget Builders, Inc. is a Missouri Gen. Business - For-Profit filed On March 16, 1984. The company's filing status is listed as Good Standing and its File Number Explored various investment opportunities.
- Data Entry
- I am responsible for entering all the data information into different computer databases. In addition, I manage and maintain effective record keeping, organizing files to collect information for future use.
- On top of my regular role as data entry, I also do 5'S in my area to maintain the proper order of my workplace.

Part-Time Job

Besalerr- Pet Supplies (Dog Chew Toys)

January 2023 -December 2023

Product researcher

RapidRecovery

- Beauty & Personal Care (Bath & Shower Gels)

February 2022-December 2022

Product Listing/ Sourcing

Bonjour #767

-Clothing, Shoes & Jewelry(Women's Briefs)

-August 2021-November 2021

-Keyword Researcher

Educational Background

Bachelor of Science in Electronic and Communication Engineering



University of San Jose Recoletos

2020

University of San Jose Recoletos, also referred to by its acronym USJ-R or to its colloquially shortened name San Jose, is a private Catholic research and coeducational basic and higher education institution run by the Order of Augustinian Recollects in Cebu City, Cebu, Philippines. It was founded by the Augustinian Recollects in 1947

.Motto: Caritas et Scientia, Adelante!

2004

Associate in Hotel and Restaurant Service and Technology

Cebu Technological University



Cebu Technological University, abbreviated as CTU is a public, non-sectarian, coeducational State-funded higher education institution located in Cebu, Philippines.

References

Name: John Jynell C. Motilla

Position: E-commerce and Shopify Store Manager

Contact number: +639176856472

Name: Mary Ann Quijano

Position: Production Line Leader

Contact number: +639234210399



LastPass



