

Curriculum Vitae

Jeniel Estilong

Shopify • Amazon VA • General Virtual Assistant • Web Developer

"Embrace every challenge as an opportunity for growth and transformation on the path to success."

+639276409971 estilongnyel@gmail.com

OBJECTIVE

I am passionate about leveraging my skills in e-commerce, web development, and virtual assistance to support businesses in reaching their goals. With a strong background in Shopify management and experience as an Amazon VA, I thrive in dynamic environments where I can help streamline operations and enhance online presence. I bring a keen eye for detail and problem-solving skills to tackle challenges efficiently. My enthusiasm for technology and commitment to delivering high-quality results make me eager to contribute meaningfully to your team and help drive success.

MISSION

I am passionate about leveraging my expertise in e-commerce and digital solutions to help businesses thrive online. As a skilled Shopify and Amazon Virtual Assistant, I excel at streamlining operations, optimizing product listings, and enhancing customer experiences. My background in web development allows me to create intuitive and responsive websites that engage users and drive conversions. I believe in fostering meaningful connections and delivering exceptional value, empowering clients to focus on their vision while I handle the technicalities. My mission is to support growth and innovation in the digital space, making a tangible impact on each project I undertake.

GOAL

I aspire to leverage my skills in e-commerce and digital solutions to drive growth and efficiency as a Shopify and Amazon Virtual Assistant. My goal is to streamline operations and enhance customer experiences through innovative strategies. I also aim to develop my web development skills further, creating user-friendly, impactful websites that meet client needs. Ultimately, I want to build a successful freelance career that allows me to support businesses in realizing their online potential while fostering a collaborative and positive work environment.

Contact Information

Mobile: +639276409971

WhatsApp: +63 927 6409 971

Email: estilongnyel@gmail.com

Facebook: https://www.facebook.com/AJ.nyeee

LinkedIn: linkedin.com/in/va-jeniel-estilong

OnlineJobs.PH: https://www.onlinejobs.ph/jobseekers/info/3964950

Professional Work Experience

Virtual Assistant
Jolly Food Corporation

September 2018 - February 2020

As a Virtual Assistant at Jolly Food Corporation, a leading provider in the culinary sector, I managed daily administrative tasks to support the executive team, ensuring seamless operations and enhanced productivity. I developed and implemented efficient scheduling systems that reduced appointment conflicts by 30%, enabling better time management for busy executives. I spearheaded the digitization of client correspondence, which improved response times by 25% and enhanced customer satisfaction ratings. By orchestrating social media marketing campaigns, I increased online engagement by 40%, contributing to a significant boost in brand visibility. I also handled project coordination for various culinary events, ensuring all logistics were executed flawlessly, Additionally, I assisted in data entry and maintained comprehensive records to ensure compliance with industry standards.

Web Developer
Hands On Wheels **Freelance**

May 2024 - November 2024

Developed and maintained responsive web applications with booking and payment integration using React and TypeScript, delivering seamless user experiences and efficient transaction workflows. Built dynamic and reusable UI components, integrated REST APIs, and optimized application performance for scalability, speed, and reliability across multiple devices and browsers. Implemented secure payment gateway integrations and real-time booking systems, enabling automated scheduling, transaction processing, and confirmation management. Collaborated with cross-functional teams to gather project requirements, troubleshoot technical issues, and improve website functionality through continuous updates and feature enhancements. Applied modern web development best practices, including clean code architecture, responsive design principles, and version control using Git, contributing to improved operational efficiency, enhanced user engagement, and a more streamlined digital experience for clients and end users.

General VA
Mirold Joseph **Freelance**

February 2025 - Present

As a General Virtual Assistant at Mirold Joseph, a leading firm specializing in administrative support and project management services, I managed diverse administrative tasks to enhance operational efficiency and streamline processes. I developed and implemented organizational systems that improved document retrieval times by 30%, effectively orchestrating communication between departments to ensure alignment on project goals. Additionally, I spearheaded the scheduling and coordination of client meetings, which contributed to a 25% increase in client satisfaction scores by enabling timely responses and follow-ups. My role required a keen focus on detail, allowing me to maintain accurate records and manage data entry for over 200 clients, ensuring complete compliance with company standards. Notably, I successfully executed a project to overhaul the company's digital filing system.

Education

Associate Degree

Bachelor's Degree in Computer Science

2015 - 2018

EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY

EULOGIO "AMANG" RODRIGUEZ INSTITUTE OF SCIENCE AND TECHNOLOGY Bachelor of Science in Computer Science Acquired comprehensive knowledge in programming languages including Java, C++, and Python, alongside software engineering principles and database management. Completed projects in web development and data analysis, enhancing practical skills in real-world applications. Recognized for academic excellence with [Honors/Awards], demonstrating strong problem-solving and analytical abilities. This educational foundation aligns with my career goals in software and Web development and information technology management, equipping me with relevant industry skills.

Skills and Training

E-commerce management
Shopify expertise
Amazon seller account
Product listing optimization
SEO strategies
Data analysis skills
Customer service skills
Content creation skills
Social media marketing
Email marketing strategies
Web development languages
HTML and CSS
JavaScript proficiency
Responsive design principles
Problem-solving ability
Attention to detail
Time management skills
Project management skills
Communication skills
Adaptability and flexibility
Critical thinking skills
Technical support skills
Budget management skills
Market research techniques
User experience design
Product photography skills
Inventory management skills
Sales funnel optimization
Analytical thinking skills

Trainings & Certifications

General Virtual Assistant

Clairvoyance Academy

2025

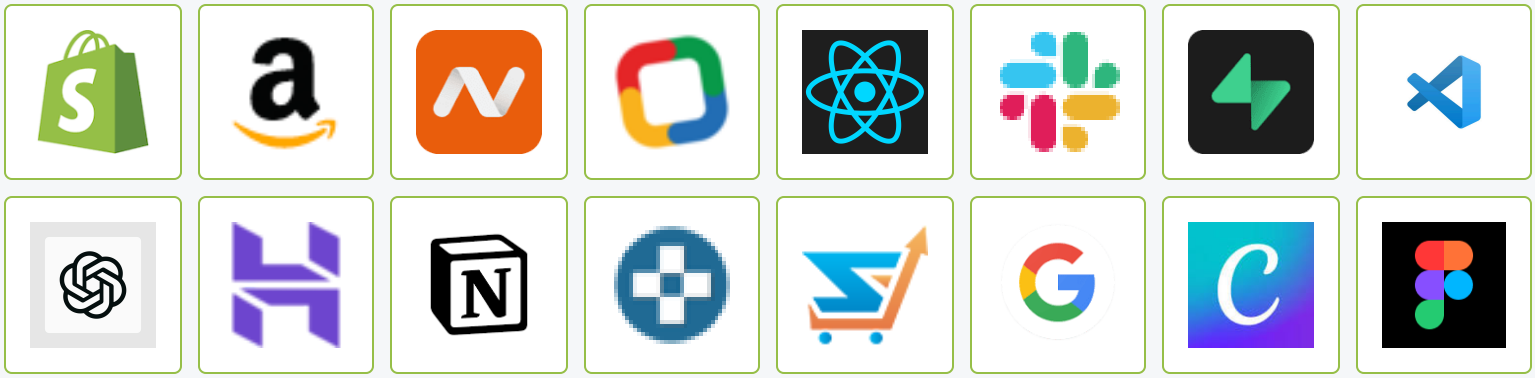
Completed training as a General Virtual Assistant at Clairvoyance Academy, acquiring essential skills in project management, communication, and organization. Gained proficiency in tools such as Asana, Trello, and Google Workspace to streamline workflows and enhance productivity. Learned effective client relationship management, task prioritization, and time management techniques. Developed a strong understanding of administrative support functions, enabling efficient collaboration with teams and clients. This training equips me to contribute significantly in various virtual roles.

Trainings & Certifications

Shopify, Amazon VA
Your VA Buddy
2026
Completed training as a Shopify and Amazon Virtual Assistant with Your VA Buddy, gaining essential e-commerce skills for effective online store management. Developed expertise in product listing optimization, keyword research, inventory management, customer service, and order fulfillment. Utilized tools such as Jungle Scout and Helium 10 to support product research and sales performance analysis. Also gained experience in analytics interpretation and workflow management, enabling efficient support for daily e-commerce operations and overall business productivity.

Google Ads Certification
Google
2024
The Google Ads Certification training equipped me with comprehensive skills in creating, managing, and optimizing effective online advertising campaigns. I learned to strategically utilize various tools and techniques, including keyword research, audience targeting, and A/B testing, to enhance campaign performance. Additionally, I gained insights into measuring return on investment (ROI) through analytics tools. This certification enhances my capability to drive successful digital marketing initiatives, optimize budget allocation.

TOOLS OF EXPERTISE



References

Angel Jalong
VA Coach
YourBestVirtualAssistant
coachangel@yourbestvirtualassistants.com

John Jynell Motilla
Owner and CEO at Your VA Buddy
Your VA Buddy
ecomexpert@yourvabuddy.com

Melquesedec Yabut
Software Developer
Freelancer
sedicyabut@gmail.com

Wally Akatci
Business Owner
S&W Cleaning Services
wallyakatci@gmail.com