



CONTACT

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KEY SKILLS

- Digital Marketing
- Social Media Management
- E-commerce Management
- TikTok Shop
- Shopee
- Product Listing
- Inventory Management
- Sales Support
- Customer Service
- Content Creation
- Graphic Design
- Influencer Marketing
- Online Promotions

LANGUAGES

Filipino Native
English Advanced

Mitchie Amejado

Digital Marketing | E-commerce | Video Editor

PROFESSIONAL SUMMARY

Detail-oriented digital marketing and e-commerce professional with experience in social media management, online marketplace operations, video production, virtual assistance, and customer service. Skilled in managing product listings and inventory across TikTok Shop and Shopee, creating promotional content, and coordinating influencer campaigns, delivering reliable results across remote and fast-paced environments.

WORK EXPERIENCE

Digital Marketing & E-commerce Executive (Project-Based) Aug 2026 – Oct 2026

J Omnichannel Advertisement Marketing (Startup) · Pasig, Philippines

- Manage social media accounts across Facebook, Instagram, and Threads, including content creation, posting, promotions, and audience engagement.
- Respond to customer inquiries and assist customers with product information and online purchases.
- Create promotional content, advertisements, posters, and social media materials for marketing campaigns.
- Manage product listings across TikTok Shop and Shopee, including descriptions, prices, images, variants, and product availability.
- Monitor and update inventory and stock levels across online selling platforms.
- Track product availability and coordinate stock updates to avoid overselling or unavailable listings.
- Support online sales activities, promotions, and product campaigns.
- Coordinate with influencers and content creators for collaborations, product promotions, and brand exposure.
- Assist with sales monitoring and maintain accurate product and inventory information across e-commerce channels.
- Maintain consistent branding and product information across social media and online marketplaces.

Platforms: Facebook Instagram Threads TikTok Shop Shopee

Video Editor (Project-Based) Mar 2026 – Apr 2026

DesiredMasculine · Remote

- Edited video content with background replacement and green screen compositing for polished, professional output.
- Applied dynamic zoom in/out transitions and visual effects to enhance viewer engagement and storytelling.
- Processed and balanced voice track audio, ensuring clear and consistent sound quality across productions.
- Reviewed final videos for quality assurance and managed uploading aligned with brand standards.

Tools: Descript Adobe Podcast Google Sheets Google Docs ChatGPT

ADDITIONAL SKILLS

- Video Editing
- Green Screen Editing
- Audio Editing
- Virtual Assistance
- Communication
- Active Listening
- Multitasking
- Problem Solving
- Technical Troubleshooting
- Online Research
- Recruitment Support
- Data Entry

Virtual Assistant

Oct 2025 – Feb 2026

SwipeKing AI · Remote / Philippines

- Researched and sourced high-quality photos from Pinterest, Instagram, Tinder, and Pixabay for digital and dating-related projects.
- Organized and selected image references based on quality, style, and project requirements for online campaigns.
- Posted job advertisements across social media platforms and recruitment channels to attract qualified candidates.
- Identified suitable candidates and supported initial hiring communication throughout the recruitment process.

Tools: ClickUp Google Sheets OnlineJobs.ph Pinterest ChatGPT

Customer Service Representative

Aug 2022 – Sep 2025

Panasiatic Solutions / Startek Philippines · Makati, Philippines

- Assisted customers with appointment scheduling, billing concerns, and phone-related technical issues.
- Delivered professional, empathetic support to resolve customer concerns and improve satisfaction.
- Managed high-volume customer interactions in a fast-paced environment while maintaining service quality.
- Documented customer interactions and case details accurately to support team handoffs and follow-up resolution.

Tools: CRM Microsoft Teams Excel Zoom Google Drive

EDUCATION

Senior High School Education

Notre Dame Bago City – Philippines

ABM – Accounting, Business and Management

2021 – 2022