

Hello, I´m Arnel Bolario

CLIENT SUCCESS MANAGER

What I can do?

I provide reliable Customer Service and Client Support with experience in e-commerce, appointment setting, sales, social media management, local SEO, administrative tasks, and video editing. I help businesses stay organized, improve customer experience, manage daily tasks, and grow their online presence. I'm also experienced with AI and creative tools such as ChatGPT, Grok, Google Flow, CapCut, and Canva.

Experience

Client Manager
PPA Media 2021-2024

- Created and scheduled social media content.
- Managed client accounts and customer concerns.
- Improved online reputation through review management.
- Optimized listings, promotions, and content for better visibility.
- Created blogs, service pages, and email campaigns.

Branding and product research
Marie Originals – E-commerce 2023-2025

- Managed brand development and product research.
- Researched trending and profitable products.
- Helped improve product presentation and online branding.

Client Success Manager
Brandwork Marketing 2025-2026

- I optimized clients local listings and audited their digital presence.
- Coordinated with the whole team to work on making the campaign a success without compromising timeline.
- Joined startegy sessions and held one if needed.

Skills

Client & Customer Support
- Client Success Manager
- Customer Service (Phone, Chat, Email)
- Complaint Resolution
- Dispute Management (Accounts Receivable)

Marketing & Content Creation
- Blog Writing & Content Creation
- Social Media Post Creation
- Scheduling & Managing Social Media Content
- Website Audits & SEO Oversight
- Local Listings and Social Media Optimization

Administrative & Virtual Assistance
- Calendar & Meeting Management
- Data Entry & Reporting (Daily, Weekly, Monthly)
- Product & Market Research

Technical & Soft Skills
- Strong Organizational Skills
- Excellent Written & Verbal Communication
- Problem Solving & Critical Thinking
- Ability to Work Under Pressure
- Tech-Savvy & Quick Learner

Operations & Order Management
- Product Research & Product Listing
- Customer Service & Client Support
- Data Entry & Inventory Management
- Problem Solving & Attention to Detail

Order Fulfillment and Email Support
Skocompounds 2026

- I handled order fulfillment
- email customer support
- I managed orders, checked fulfillment details
- Assisted customers through email.