

# Joniz Kate G. Ucab

Virtual Assistant
Digos City, Davao del Sur, Philippines | Upwork | LinkedIn

## PROFILE SUMMARY

Versatile and detail-oriented **Virtual Assistant, Video Editor, and E-commerce Support Specialist** with 5+ years of experience helping startups and online businesses stay organized, visible, and profitable. Skilled in product listing, project management, video editing, Canva design, and client communication. Reliable, tech-savvy, and passionate about creating content and systems that work.

## CORE SKILLS

- ✔ Shopify Product Listing & Optimization Storytelling
- ✔ Amazon Storefront Support
- ✔ Inventory & Stock Management
- ✔ Order Processing & Fulfillment
- ✔ Supplier Coordination
- ✔ Product Data Entry & Accuracy
- ✔ Shopify Plus, Apparel Magic & Joor
- ✔ Basic SEO for Product Listings
- ✔ Google Sheets & Excel Reporting
- ✔ Multi-platform Store Support
- ✔ Attention to Detail & Task Accuracy

## PROFESSIONAL EXPERIENCE

***E-Commerce Virtual Assistant — Multiple Clients (Remote)***

*2021 – 2026*

**Clients & Platforms Supported:**

- **Truckton (www.truckaccessories.ca) -** Social Media Management
- **The Brand Republik** (www.bondiborn.com) — Shopify Plus, Apparel Magic, Joor
- **Aurora Emporium** — Shopify Store Operations

- **Olio Piro (www.oliopiro.com)** — Shopify Logistics Coordination
- **Souk+Sepia** (https://app.addsauce.com/soukandsepia)— Fashion Niche Shopify Store
- **US-Based Amazon Seller** — Amazon Storefront Support

**Key Responsibilities:**

- Uploaded and optimized product listings across Shopify and Amazon
- Maintained accurate inventory and monitored stock availability
- Processed orders and coordinated fulfillment workflows
- Updated product details, pricing, images, and collections
- Assisted with backend admin tasks using Shopify Plus systems
- Ensured data accuracy across multiple sales platforms
- Adapted to new platforms including SHEIN and TEMU catalog structures

## HIGHLIGHTS

- Supported Shopify apparel brands with backend admin and stock updates
- Improved listing quality and visuals to enhance store presentation
- Assisted logistics coordination that reduced order processing delays
- Helped maintain smooth daily store operations for multiple clients

## ACHIEVEMENTS

- Improved Shopify product listings resulting in better store organization and conversion flow
- Reduced order errors through accurate inventory tracking and data validation
- Supported multi-platform operations with consistent task accuracy

## EDUCATION

**Mindanao Technological School Inc.**
Bachelor of Science in Hotel & Restaurant Management
Graduated 2014