JULIE ANN A. RESAYAGA

E-COMMERCE PRODUCT LISTER | PRODUCT CHECKER | INVENTORY & DATA ENTRY SUPPORT

PROFESSIONAL SUMMARY

Detail-oriented professional with 1 year of hands-on experience in part-time e-commerce product listing and product checking, working 6 hours per day. Experienced in reviewing product titles, descriptions, images, variants, and pricing for accuracy. Also brings a strong background in administration, inventory coordination, data entry, and customer communication.

CORE SKILLS

E-commerce Product Listing & QA • Product Title and Description Review • Image and Variant Checking
Pricing and Product Data Accuracy • Inventory Tracking • Cross-listing Support
Spreadsheet and File Management • Customer Support and Communication

RELEVANT EXPERIENCE

E-commerce Product Lister / Product Checker (Part-Time)

Shopify Stores | 1 year of experience | 6 hours per day

- Reviewed product listings before publishing to help ensure titles, descriptions, images, variants, and pricing were accurate and consistent.
- Checked product options such as color, size, style, and quantity, and verified that the corresponding images matched the selected variants.
- Compared supplier product information and pricing with store listings, recalculating and correcting discrepancies when needed.
- Organized products into the appropriate collections and supported cross-listing across multiple Shopify stores.
- Kept products in Draft when required and paid close attention to listing quality to reduce customer confusion and listing errors.

Cynet Virtual Advantage

Medical Virtual Assistant (Receptionist) | January 2025 – January 2026

- Maintained accurate records and handled detailed information with confidentiality.
- Managed communications and supported timely follow-up across daily administrative tasks.

Encore Lending Corporation

Administrative Assistant & Loan Processor | August 2019 – December 2024

- Prepared, organized, and checked documents for completeness and accuracy.
- Managed data entry, file organization, customer communication, and priority-based workflow.

BZMARK Promo Specialist, Inc.

Marketing Assistant & Inventory Manager | February 2017 – April 2018

- Supported inventory monitoring, organized product-related records, and assisted with operational coordination.

ADDITIONAL EXPERIENCE

- Network Plus Merchandising & Promo Services Corp. — Marketing Assistant & Inventory Manager | May 2016 – January 2017
- CK_Fashion Collection Corp. — Inventory Manager | March 2015 – April 2016
- Trade Marketing Solutions Inc. — Marketing Assistant & Inventory Manager | August 2014 – February 2015
- Akiko Religious Art Shop — Executive Assistant | September 2011 – July 2014

TRAINING & TOOLS

Training: General Customer Service, Product Importance, Virtual Assistant, Executive Assistant, Canva, Facebook Ads Management, Adobe Suite Review, Photoshop
Tools: Shopify, Google Workspace, Microsoft Office, Canva, email and calendar tools, spreadsheets, file-management systems

Professional Value: Reliable and detail-focused support for accurate product listings, quality checking, organized product data, and dependable e-commerce operations.