

XYRIEL IRA RAMIREZ

E-Commerce Virtual Assistant

 +639-505-594-905

 xyriel.yourva@gmail.com

 General Santos City

ABOUT ME

I'm an E-commerce Virtual Assistant with a strong focus on product listing, basic SEO, and catalog management. Skilled in managing Shopify and Walmart platforms, I take pride in creating accurate, optimized, and visually appealing product listings that drive visibility and maintain a consistent brand presence. With a keen eye for detail and a commitment to quality, I help businesses improve their online storefronts and deliver an exceptional shopping experience.

STRENGTHS AND EXPERTISE

Product Listing & Optimization	Product Research	Detail-Oriented
Inventory Management	Data Entry	Organized & Efficient
Catalog Management	Marketplace Management	Adaptability
Admin Task	Adaptability	Communication Skills
Problem-Solving	Time Management	

TOOLS PROFICIENCY

- Shopify
 - Rithum (ChannelAdvisor)
 - Walmart Seller Center
 - Google Workspace (Docs, Sheets, Drive, Gmail)
 - Microsoft Office (Excel, Word)
 - Slack
 - ChatGPT, Meta AI
- Discord
 - Zoom
 - Microsoft Teams
 - SEMrush (basic use)
 - Canva, Ps
 - Clipping Magic
 - Paint3D

PROFESSIONAL EXPERIENCE

Shopify Product Lister
Project-Based

December 2025

- Implemented design standards and best practices to maintain consistency across all e-commerce assets.
- Developed and maintained comprehensive product catalogs, organizing items efficiently for easy navigation and improved customer experience.
- Managed product listings by creating accurate, compelling descriptions, optimizing images, and ensuring up-to-date information for all products.

General Virtual Assistant
Project-Based

October 2025 - November 2025

- Assist with product and creative research to support marketing initiatives
- Help manage and update product listings or website content
- Support translation and adaptation tasks for multi-language markets
- Perform data entry, reporting, and routine administrative work
- Error checking

Shopify VA - Product specialist - SEO
Project-Based

August 2025

- Conducted keyword research using SEMrush for products and collections.
- Updated Title, Page title, and Meta description.

E-Commerce Product Specialist
Outsourced | Freelance

May 2023-May 2025

- Cross-listed products using ChannelAdvisor platform to Shopify, Walmart, and eBay.
- Streamlined product data with Excel, Google Docs, and Dropbox for efficient team collaboration.
- Verified product codes through UPCItMDB and UPC Checker to minimize listing errors.
- Edited and optimized product images using Clipping Magic, Canva, and Paint3D for visual consistency.
- Created SEO-friendly product descriptions using HTML5Editor to increase engagement.
- Managed inventory in Walmart Seller Center and ChannelAdvisor platform.