

DIANNE ESPIRITU

AMAZON SELLER VA |
PRODUCT RESEARCHER

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ABOUT ME

An E-commerce novice that can help you grow your business through valuable learning and working experience I've gained.

A Mechanical Engineer by profession and now transitioning to the Freelancing world by choice.

Jumping to different skills throughout the years, I haven't seen it as a disadvantage. It led me to a great opportunity of acquiring an invaluable skill – knowing how to learn.

I understand the struggles of establishing from scratch.

So whether you are starting or scaling up in your Amazon Business, I am grateful to be part of your success.

I can manage your account from all the necessary tasks of an Amazon Virtual Assistant to fulfill.

LANGUAGE

Filipino	Native
English	Intermediate
Japanese	Beginner

SOFTWARE

MS Office	● ● ● ● ●
AutoCAD	● ● ● ● ●
SolidWorks	● ● ● ● ●
Autodesk Inventor	● ● ● ● ●
Autodesk Revit	● ● ● ● ●
Helium 10	● ● ● ● ●
Unicorn Smasher	● ● ● ● ●
Amazon Central Dashboard	● ● ● ● ●
Asana	● ● ● ● ●
Microsoft Teams	● ● ● ● ●
Canva	● ● ● ● ●

SKILLS

- 2D and 3D CAD software handling
- Basic graphic designs
- Product Research
- Supplier Sourcing
- Listing Creation
- AMZ Account Maintenance
- Basic Social Media Management

WORK EXPERIENCE

PROJECT LEADER

Hitachi Ltd., Phil. Branch | January 2013 – present

- Involved in projects on data job listings for 3D data integration to AI system
- Build a compilation of 3D models of High Voltage Switchgears for assembling animation to be integrated in electronic manuals
- Made 2D manufacturing drawings after performing electric field analysis on conceptualized designs
- Created over-all 2D to 3D layouts for bid discussions and design failure prediction before actual assembly

PROJECT ENGINEER (INTERNSHIP PROGRAM)

Manila Water Company, Inc. | March 2011 – May 2011

- Confirm feasibilities of business proposals for pipe laying projects of potable water in Rizal province
- Made cost estimates and drafting layouts upon actual site surveying performed

EDUCATION

AMAZON SELLER VA MASTERCLASS (ONLINE TRAINING)

AmazoNation PH | April 2021 – present

The only training program in the Philippines that teaches Filipinos how to become an in-demand, sought-after Amazon virtual assistant.

THE COMPLETE DIGITAL MARKETING COURSE- 12 COURSE IN 1

Udemy Online Courses | March 2021 – present

With over 20 hours of training, quizzes and practical steps with the most comprehensive digital marketing courses available.

REVIT MEP (MECHANICAL, ELECTRICAL AND PLUMBING) FUNDAMENTALS TRAINING

Xstructures Engineering Consultants | August 2020

A 16-hour live online interactive workshop with hands-on software applications on Building information modeling (BIM) using Autodesk Revit.

BASIC OCCUPATIONAL SAFETY AND HEALTH (BOSH)

Construction Safety Trainer & Consultant (CONSAFE) | June 2019

The 40-hour Basic Occupational Safety and Health Training (BOSH) for Safety Officers is a mandatory course designed to impart knowledge & skills on basic concepts & principles of occupational safety & health (OSH) to enable safety officers (SO2-certification) to implement their respective offices' safety & health program.

AUTOCAD COURSE

MFI Foundation, Incorporated | January 2011 – February 2011

A 72-hour course in basic AutoCAD introduction and hands-on software applications thru projects and personalized 3D residential interior design for completion.

BS IN MECHANICAL ENGINEERING

Polytechnic University of the Philippines | May 2007 – May 2012

5 years of studying the branch of engineering concerned with the design, manufacture, installation, and operation of engines and machines and with manufacturing processes. It is particularly concerned with forces and motion.