



JAMES FAMULARCANO

VIRTUAL ASSISTANT

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SKILLS SUMMARY

- Data Entry
- Research
- Social Media Management
- Customer Support
- Content Creation

AWARDS RECEIVED

-  Networking - I love establishing social connections and catching up within my circle.
-  Basketball - I see this as my physical exercise and self-discipline.
-  Video games - I enjoy playing to improve my concentration and coordination.

PERSONAL PROFILE

A highly skilled online contractor who values every client's business as his own, and whose passion invested in every task generates favorable results without fail. An excellent detail-oriented and team player whose experience and expertise in online endeavors have helped many businesses across several industries.

WORK EXPERIENCE

Virtual Assistant

Sashimi at Home PH | Apr 2021 - present

- Helped client save 60 hours of work per week by doing CRM and periodic content creation

Sales Manager

Majors Group PH | Jul 2018 - Jun 2021

- Managed to generate total sales of 10M for the past 3 years through account management and guiding customer buying journey
- Provided black box ice cream recipes that resulted to mainstay product offering of the client

Research and Development Manager

KFC Philippines | May 2007 - Jul 2018

- Led the development of Ice Cream Line and Breakfast line resulting to a new sales layer in collaboration with crossfunctional team

Production Supervisor

Leslie's Inc | Jul 2004 - Jan 2006

- Managed manpower and resources to deliver target output with zero backlogs and delays

EDUCATIONAL HISTORY

University of the Philippines, Los Baños

BS Food Technology | Jun 1996 - Apr 2000