

ALDRIN NEIL A. TORRES

Administrative Professional | E-Commerce Virtual Assistant

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PROFESSIONAL SUMMARY

Administrative professional with 6+ years of experience in administrative support, data management, customer service, and records management within the local government sector. Highly organized, detail-oriented, and proficient in Microsoft Excel and Google Workspace. Currently transitioning into e-commerce operations through training in Shopify, Amazon Seller Central, and WooCommerce, seeking to support online businesses as an E-Commerce Virtual Assistant.

SKILLS

- Administrative Support • Data Entry • Customer Service • Records Management • Document Management
- Email Management • Microsoft Excel • Google Sheets • Google Workspace • Documentation
- Inventory Management • Product Listing • Shopify • Amazon Seller Central • ChatGPT

WORK EXPERIENCE

Administrative Clerk | Barangay Salawag Community Hall | *December 2023 — June 2026*

- Managed high-volume data entry while maintaining accuracy and attention to detail.
- Maintained organized digital and physical records for efficient record retrieval and documentation.
- Processed and verified official documents while ensuring accuracy and compliance.
- Assisted in payroll preparation, financial documentation, and report generation using Microsoft Excel.
- Responded to client and stakeholder inquiries while delivering professional customer service.
- Collaborated with multiple departments to ensure efficient administrative operations and timely task completion.
- Handled confidential information with professionalism and discretion.

Sangguniang Kabataan Councilor | Barangay Salawag | *June 2018 — November 2023*

- Coordinated projects, schedules, and administrative activities with internal and external stakeholders.
- Prepared reports, meeting minutes, and official correspondence with accuracy.
- Maintained organized documentation and project records.
- Assisted in budget monitoring and administrative support for community programs.
- Collaborated with local government offices to ensure timely project implementation.

TOOLS & PLATFORMS

- **Productivity Tools:** Microsoft Excel | Google Sheets | Google Docs | Microsoft Office | Google Workspace
- **E-Commerce Platforms (*Basic Familiarity*):** Shopify | Amazon Seller Central | WooCommerce
- **AI Tools:** ChatGPT (*Research, Documentation & Workflow Assistance*)

CERTIFICATIONS

- **AI-Powered E-Commerce Virtual Assistant Bootcamp** — Aspiring VA with Zeah (2026)
- **Introduction to Virtual Assistant** — Renaissance VA Academy (2026)
- **Business Email** — HP LIFE (2026)
- **Social Media Management 101** — Renaissance VA Academy (2026)
- **Effective Presentations** — HP LIFE (2026)

EDUCATION

Bachelor of Science in Computer Science

Eulogio "Amang" Rodriguez Institute of Science and Technology — GMA Cavite Campus

LEADERSHIP EXPERIENCE & AFFILIATIONS

- Youth Leadership Delegate – Engaging the Youth in Nation Building Through Entrepreneurship Seminar (2019)
- Philippine "I Transform" Young Leaders Convention Delegate (2019)
- Former Member/Singer – Co-Cultural and Curricular Arts Division (2016–2017)