



FREDERICO MACAM

VIRTUAL ASSISTANT

OBJECTIVES:

To become part of a company where I can share and even expand my knowledge through new experiences.

To secure a position with a well established organization with a stable environment that will lead to a lasting relationship in the field of IT Industry.

To obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

QUALIFICATIONS:

Virtual Assistant - Team Leader

Technical Sales Executive

Sales Coordinator

Graphic Designer

IT Administrator

Payroll Office

WORK EXPERIENCES:

MAKE IT MINE - LAS VEGAS, USA

SUPERVISOR / Team Leader - December 2020 to February 2024

Administration - Template Editors

- Facilitates onboarding and training of new employees
- Prepares and updates templates according to season's requirements
- Providing technical support and technique about Adobe Photoshop
- Handles the overall process of the templates such as sorting, compiling and printing
- Monitoring of all team members task and achievements
- Preparing reports and payroll
- Processing order in Shopify and Shipstation
- Maintaining google spreadsheets for all incoming orders
- Coordinates with the Operations Manager and Business owners about important details.
- Synchronizing schedule of all available editors to meet the required daily output
- Updating Shopify Store if needed.

Bristol Fire Engineering L.L.C. - Dubai, UAE

Technical Sales Coordinator - August 2015 to April 2020

Local Sales

- Maintains relationship with the client by providing support, information and guidance
- Prepares Quotation, proforma invoice and sales orders.
- Providing technical submittal for both Local & Export Department
- Creates design specifically according to client's needs
- Monitoring of sales orders and preparing sales report for the Manager
- Attending meetings with existing client to ensure continues business with them
- Processing order into ERP system after approval from accounts.
- Scheduling meetings with prospect client to close deals and contract for the entire project
- Receiving calls for technical issues, clarification or comments
- Synchronizing schedule of request from all sales engineer's client to provide their request on time
- Managing the sales teams to ensure that all procedures are strictly followed

OST Constructional Projects LLC- Dubai, UAE

IT Administrator / HR Staff - April 2012 to July 2015

IT / HR Department

- Proposed and led the development of an online/web-based document management system
- Handles troubleshooting, repair and installation of software and networking
- Developed and install new processing software or account (cheque printout)
- Assisting PRO for overall HR recruitment jobs, VISA online processing, passport safekeeping, employee data and file monitoring
- Designed the company's employee hand book

Nozomi Fortune Services, INC - Olongapo, Philippines

EDP Payroll Supervisor HR Recruitment Staff - August 2009 to July 2011

IT / HR Department

- Handling payroll for over 2,500 employees
- In-charge with computer maintenance, troubleshooting, networking and all technical related matters
- Responsible for downloading and uploading textfile (daily attendance) from rfid machine to ERP System

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TECHNICAL SKILLS

ERP/SAP User

Knowledgeable on most system application in windows platform,

Computer Literate,
PC/Laptop Troubleshooting

TOOLS & SOFTWARE

Adobe Photoshop, Illustrator, Acrobat,
MS Office, Google Suites, SLACK, Shopify, Etsy,
Shipstation, AMAZON, CANVA, Clickup, etc.

EDUCATIONAL ATTAINMENT

Graduate with Bachelor Degree in
Information Technology

Gordon College - Olongapo City
Philippines 2005-2009

ACADEMIC ACHIEVEMENTS

Academic City Scholar - Olongapo City
Dean's Lister Top 10

