

ANGELINE RUBIO

rubioangeline@gmail.com | +63 970 150 6277 (WhatsApp) | Antipolo City, Philippines
[linkedin.com/in/angelinerubio](https://www.linkedin.com/in/angelinerubio)

PROFESSIONAL SUMMARY

Detail-oriented professional with 5+ years of combined on-site and remote experience in customer support, inventory operations, purchasing, administrative support, and business operations. Experienced in handling 150 to 200 daily customer chats in a remote environment while maintaining accuracy and productivity. Completed a hands-on Shopify demo store project and ready to support e-commerce businesses as a Shopify Virtual Assistant

KEY SKILLS

Shopify | Product Listings | Inventory Management | Order Management | Customer Chat Support | Data Entry | Administrative Support | Google Workspace | Microsoft Excel | Canva | ChatGPT | Attention to Detail

PROFESSIONAL EXPERIENCE

Chat Moderator (Remote)

October 2024 – March 2026

Cloudworkers

- Managed 150 to 200 daily customer chat interactions while maintaining response quality.
- Updated customer information accurately using the company's internal platform.
- Met productivity targets while working independently in a remote environment.

Self-Employed Business Owner

November 2019 – October 2024

Street Food Vendor (BBQ)

- Managed inventory, purchasing, and stock replenishment for daily operations.
- Tracked sales, expenses, and supply costs to support business decisions.
- Delivered consistent customer service while managing day-to-day operations.

Bad Order (BO) Custodian / Product Checker

March 2019 – October 2019

Puregold Price Club, Inc. (via Nuebe Service Cooperative)

- Inspected product deliveries and verified inventory accuracy.
- Processed damaged and returned products while maintaining inventory records.
- Coordinated with departments to resolve inventory discrepancies.

Concession / Purchasing / Administrative Support

May 2017 – January 2019

Hornitex Philippines, Inc.

- Coordinated customer inquiries and product availability updates.
- Processed reimbursement requests, cash advances, overtime records, and administrative documentation while maintaining organized files.
- Scheduled interviews, coordinated applicant communications, and prepared onboarding requirements for new hires.

SHOPIFY PROJECT

Shopify Demo Store

- Created product listings, collections, and product variants.
- Configured inventory, shipping, payment, and basic store settings.
- Processed sample orders and customized storefront navigation.

TECH PROFICIENCY

- **E-commerce:** Shopify
- **Productivity:** Google Workspace, Microsoft Office, Notion (Basic)
- **Communication:** Zoom, Google Meet, Gmail, WhatsApp Business
- **AI Tools:** ChatGPT, Gemini, Grammarly
- **Design & Content:** Canva

EDUCATION

Bachelor of Science in Business Administration (BSBA) – Major in Marketing Management

Skill Power Institute | Antipolo City, Philippines | 2013 – 2017

CERTIFICATIONS

- Email Marketing Certified – HubSpot Academy – 2026
- HubSpot Reporting Certified – HubSpot Academy – 2026
- HubSpot Sales Hub Software Certified – HubSpot Academy – 2026

REMOTE WORK READINESS

Internet: Primary: Smart 5G Home Broadband 300 Mbps | Backup: Smart 5G/LTE Mobile Hotspot

Power Backup: 40,000 mAh power bank for uninterrupted connectivity during power outages

Equipment: Lenovo ThinkPad L580 | Windows 10 | 8GB RAM | 256GB SSD | External Keyboard & Mouse

Workspace: Dedicated home office with a quiet environment

Availability: Full-Time | Available for AU (AEST), UK (GMT), and US (EST/PST) business hours

LANGUAGES

English: Proficient

Filipino: Native