



# ROMMY Y. NOLAN

## Virtual Assistant

*A committed, hard-working individual with a strong work ethic, seeking to secure a full-time position. Driven by a strong desire to succeed in any role, dedicated to tasks, and taking pride in delivering high-quality work.*

## Contact



+639362042602



nolanrommy118@gmail.com



Kenram, Isulan, Sultan Kudarat

## Education

### ● 2004-2010

Don Juan P. Garcia  
Memorial Elementary  
School (Graduate)

### ● 2010-2014

Tacurong National High  
School (Graduate)

### ● 2014-2016

Sultan Kudarat State  
University (Graduate)

## Language

English



Tagalog



Cebuano



Hiligaynon



## Experience

### Service Crew Trainer -Mang Inasal (2017-2018)

- Trained and guided new and existing crew members on company standards, customer service, and food safety.
- Helped create training materials and checklists to improve staff skills and performance.
- Provided excellent customer service, handled inquiries, and resolved complaints efficiently.
- Coordinated with kitchen staff and cashiers to ensure smooth daily operations.
- Monitored staff performance and recommended promotions or additional training.
- Assisted with inventory management, order taking, and maintaining product quality.

### Pharmacy Assistant - Generika Pharmacy (2019-2021)

- Assisted pharmacists in dispensing medications and ensuring accuracy.
- Provided customer service by answering inquiries and explaining medication usage.
- Processed transactions and operated the POS system for efficient service.
- Managed inventory, restocked shelves, and checked for expired medications.
- Maintained a clean and organized pharmacy environment.
- Helped prepare and package medications following safety guidelines.
- Educated customers on generic medicines and health recommendations.
- Assisted in receiving and verifying pharmaceutical deliveries.
- Ensured compliance with pharmacy regulations and company policies.
- Supported administrative tasks, including record-keeping and prescription verification.



## Contact/Social media



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### Stockroom Attendant-A.C GARCIA PALM OIL(2021-2025)

- Received and organized incoming stock.
- Kept inventory records and monitored stock levels.
- Picked and packed items for orders.
- Maintained a clean and organized stockroom.
- Labeled and stored products properly.
- Helped unload deliveries and check shipments.
- Worked with other teams to restock items.
- Followed safety rules and handled stock carefully.

### Virtual Assistant/Amazon, ebay and FB marketplace product lister (2024-2025)

- Listing
- Data entry
- Product Research
- Checking proof of delivery
- Checking Delivery receipt
- Walmart listing
- Handling Ebay account

## Personal Qualities

- Reliable - willing and able to show up on time
- Honest and trustworthy
- Good attitude and strong sense of commitment
- Able to work unsupervised or as part of a team
- Willing to learn
- Good interpersonal skills
- Physically fit
- Patient
- Efficient and be able to work under pressure
- Punctual
- Attention into detail

## Interests

- Searching on web
- Solving Puzzles
- Singing
- Watching video clips
- Eating
- Exploring gadgets & listening to music
- I love make up
- I love dogs and cats



## Tools and sites



Walmart



Excel



SellerAmp SAS



ChatGPT



R|T  
Go Trading  
Wholesale Distributor



ebay

## Skills

### Sales & Customer Service

- Cold calling & lead generation
- Customer engagement & rapport building
- Handling objections & persuasion
- Answering calls & responding to inquiries
- Cash handling & payment processing

### Administrative & Organizational

- Appointment setting
- Filing & verifying documents (including affidavits)
- Data entry & record management
- Payroll processing
- Proof of delivery & receipt verification

### E-commerce & Product Management

- Product research & sourcing
- Product listing (Walmart, eBay)
- Account management (eBay handling)
- Checking and verifying deliveries

### Marketing & Design

- Creating product logos & packaging design
- Designing flyers & blog articles
- Packaging mock-ups

### Leadership & Supervision

- Team leadership & training
- On-site supervision
- Coordinating with teams for smooth operations