



JOSEPHINE MAMANGUN

Shopify Virtual Assistant | Product Lister | Admin Support

 mamangunjosephine08@gmail.com

 WhatsApp: +63 9455668514

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About Me

As a Shopify Virtual Assistant, I help eCommerce businesses keep their stores running smoothly. With years of experience in product uploading, content updates, customer service, and Shopify admin tasks, I deliver reliable, detail-oriented support that saves time and boosts efficiency.

Services I Offer

- Shopify Product Uploading & Listing
 - Order Fulfillment, Returns, and Refunds
 - Customer Service & Email Response
 - Website Content Updates
 - Social Media Post Scheduling
 - Basic Canva Editing for Product Graphics
 - General Admin Support & Scheduling
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Portfolio


Here are a few Shopify stores I've supported:

1. Salon Style (AU)

 salonstyle.com.au

Tasks: Product uploading, content updates, Canva editing, order fulfillment, email support

2. Restaurant Equipment (AU)

 restaurantequipment.com.au

Tasks: Shopify admin, product uploading, returns, refunds, social media support

3. Diversified Hospitality (US)

 diversifiedhospitalitystore.com

Tasks: Product uploading, admin tasks, email replies, image editing, returns & fulfillment

Work Experience Snapshot

Shopify Store Virtual Assistant

Jun 2022 – May 2024

Managed day-to-day store tasks including content updates, order processing, and customer queries.

Admin Staff

2004 – 2019

Provided comprehensive office support including scheduling, documentation, and internal communications.

Education

University of Rizal System – Rodriguez


Bachelor of Science in Office Administration


Major in Office Management

Skills

- Shopify Admin & Product Management
 - Order Fulfillment & Support
 - Canva Graphic Editing
 - Email Handling & Communication
 - Social Media Post Management
 - Google Workspace & Microsoft Office
 - Organized, Efficient, and Detail-Oriented
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Let's Work Together

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"Helping Shopify stores thrive with expert virtual support."