

MARY JOYCE C. HAMM

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PROFESSIONAL SUMMARY

Detail-oriented aspiring Amazon Product Research VA with 1 year and 8 months of administrative experience in data entry, records management, documentation, and administrative support. Trained in data-driven product research, product validation, supplier sourcing, competitor research, and keyword research to help Amazon Wholesale sellers identify profitable product opportunities. Committed to accuracy, organization, and continuous learning while providing reliable research and administrative support.

KEY SKILLS

Amazon Product Research | Product Validation | Supplier Sourcing | Keyword Research | Competitor Research | Market Research | Data Entry | Administrative Support | Records Management

TECH PROFICIENCY

Amazon: · Keepa, SellerAmp (SAS), Helium 10
Research: Alibaba, Google Search, Google Trends
Productivity: Google Workspace (Docs, Sheets, Drive, Calendar), Microsoft 365 (Excel, Word)
Communication: Zoom, Google Meet
Design: Canva, CapCut
AI Tools: ChatGPT, OpenCode, Gemini

EDUCATION

Bachelor of Science in Elementary Education | Bataan Peninsula State University | Bagac, Bataan, Philippines | Graduated: 2018

RELEVANT EXPERIENCE

Branch Assistant
Palawan Group of Companies

June 2024 – February 2026
Bagac, Bataan

- Processed remittance and payment transactions accurately by verifying customer information and following company procedures, contributing to efficient daily operations.
- Managed digital and physical records, performed high-volume data entry, and maintained organized documentation to ensure data accuracy and easy record retrieval.
- Prepared daily reports, updated business records, and completed administrative tasks to support efficient workflow and accurate reporting.
- Provided professional customer support by resolving inquiries, handling multiple priorities, and maintaining accuracy, confidentiality, and excellent service in a fast-paced environment.

Pharmacy Assistant
Mercury Drug Corporation

June 2018-October 2019
Balanga, Bataan

- Assisted customers with medication inquiries, over-the-counter product selection, and prescription-related concerns while providing professional customer service.
- Processed prescriptions by preparing medications, labeling, and organizing customer information under the supervision of a licensed pharmacist.
- Supported licensed pharmacists with medication preparation and dispensing while ensuring accuracy and compliance with company procedures.
- Maintained organized pharmacy records, assisted with administrative tasks, and ensured a clean, orderly, and efficient work environment.

CERTIFICATIONS

- 5-in-1 Amazon FBA Course: Beginner to 7-Figure Seller (2026)
- Introduction to Privacy and Data Protection - Palawan Pawnshop - 2024
- Information Security Awareness - Palawan Pawnshop - 2025

REMOTE WORK READINESS

Internet: Primary: PLDT Fiber | Backup: Mobile Data Hotspot

Power Backup: Condominium Generator | Nearby Coworking Space (Contingency)

Equipment: Windows 11 Laptop | Noise-Cancelling Headset | HD Webcam

Availability: Full-time or Part-time | Flexible Schedule

LANGUAGES

English: Proficient

Filipino: Native / Fluent