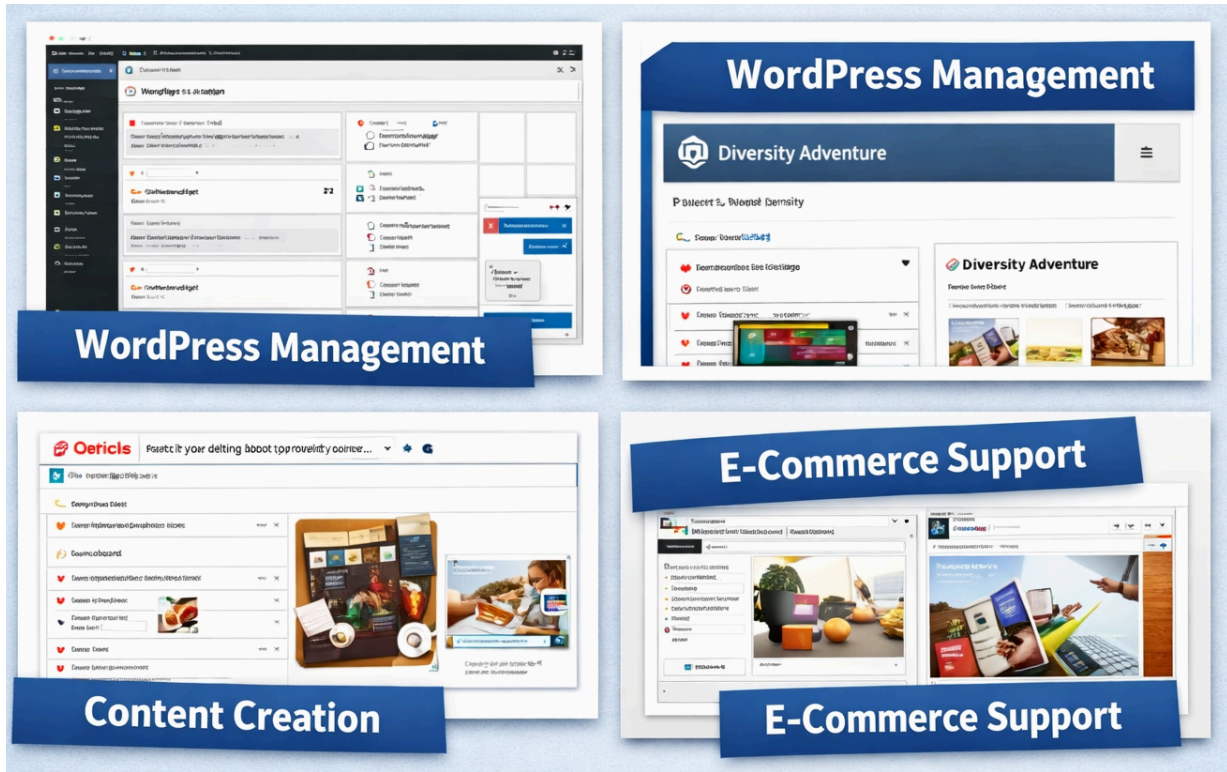




Giuseppe Sebastien Lacuna

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General Virtual Assistant | WordPress Manager | Data Entry Specialist



About Me

Virtual Assistant with 7+ years of experience in content management, WordPress maintenance, and E-commerce support. Skilled in AI-assisted content creation, team leadership, and workflow optimization.

CORE SKILLS



WordPress Maintenance



Data Entry



Content Creation



Image Editing



Team Leadership

- WordPress Maintenance
- WordPress Maintenance
- Data Entry
- Content Creation (ChatGPT)
- Image Editing
- Team Leadership
- Content Integration

Experience

Travel Company - (2017–2019)

- Content Scheduling
- Optimization

WordPress Management, Product Posting - ForeShop Group - (2017–2019)

- Content Scheduling
- Optimization

Wordpress Virtual Assistant -Advon Commerce - (2019–2025)

- WordPress Maintenance
- Content Integration
- Team Leader

Amazon Product Sourcer - Jay's Amazon Store - (2025)

- Source Products on Amazon
- Google Sheet Reports
- Full training

Wordpress Virtual Assistant - Artchitecture Lab - (2023–2025)

- WordPress Elementor Maintenance
- Pinterest Pinning & Scheduling
- Content Creation (ChatGPT)
- Content Integration

Education

Business Administration – Operations Management | St. Peter's College, Iligan City | (2017–2022)

Basic Information Technology (NC II) | Vocational Training | (2009–2010)

Summary

Reliable, detail-oriented, and adaptable General Wordpress Virtual Assistant ready to support your business growth.