

Joker Contawe

Virtual Assistant | Operations Professional | Data Analyst

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PROFILE

Virtual Assistant and Operations Professional with 6+ years of experience in operations, trade marketing, reporting, coordination, data management, and business support.

EXPERIENCE

Territory Consumer Lead - Japan Tobacco International (May 2026 - Present)

Trade marketing, consumer engagement, sales analysis, KPI monitoring, budget management, cross-functional coordination, business reporting.

Junior Trade Marketing Manager - Smart Communications (Oct 2024 - Apr 2026)

Campaign planning, retail activation, sales analytics, budget management, regional coordination, performance reporting.

Retail Store Specialist - Smart Communications (Jan 2021 - Sep 2024)

Customer support, sales, product consultation, operations, documentation, daily reporting.

SKILLS

Executive assistance, calendar & email management, SOP creation, project coordination, process improvement, CRM & database management, advanced Excel, Google Sheets, data analysis, KPI reporting, dashboard creation, market research, presentation design, client communication.

EDUCATION

BS Business Administration, Major in Marketing Management

Urdaneta City University - 2019