

# STEPHEN ABUCHI NGOKA

Shopify Store Designer | Product Upload Specialist | E-commerce Expert

[LinkedIn](#)

## PROFESSIONAL SUMMARY

Detail-oriented and results-driven Shopify Specialist with over 4 years of experience in digital operations, website building, and automation. Skilled in Shopify store setup, theme customization, product upload, and storefront optimization. Adept at managing e-commerce workflows, enhancing product presentation, and ensuring seamless user experience. Proven ability to deliver visually appealing, responsive, and high-converting Shopify stores while meeting deadlines and maintaining brand consistency.

## CORE SKILLS

- Shopify Store Design & Customization
- Product Uploading & Catalog Management
- E-commerce SEO & Product Optimization
- Inventory & Order Management
- Website Layout & Visual Merchandising
- Storefront Maintenance & Speed Optimization
- Workflow Automation (GoHighLevel, HubSpot, Zoho)
- Client Communication & Project Coordination

## PROFESSIONAL EXPERIENCE

Shopify Store Designer / Product Upload Specialist (Freelance / Remote)

Jan 2024 – Present

- Designed and customized Shopify stores using modern, conversion-focused themes.
- Uploaded and optimized product listings with detailed descriptions, pricing, and images.
- Implemented SEO-friendly product tags and collections to improve visibility and sales.
- Configured payment gateways, checkout pages, and store settings for smooth operation.

- Ensured mobile responsiveness, consistency, and brand alignment across pages.

#### Sales Manager & Automation Specialist

Jessikenic Electronics Enterprise | Aug 2025 – Oct 2025

- Oversaw digital product uploads and catalog updates to maintain accurate online listings.
- Managed store operations and optimized product presentation for higher customer engagement.
- Automated inventory and sales workflows, reducing manual updates by 45%.

#### GoHighLevel & Website Automation Expert

Mekings Enterprise | Jun 2025 – Jul 2025

- Built and maintained e-commerce-style landing pages and funnels for product promotions.
- Integrated automations for sales tracking, customer follow-ups, and email campaigns.

#### Executive Assistant / Automation Specialist

Greenfield Global LLC | Feb 2025 – Apr 2025

- Supported website updates, product database management, and workflow optimization.
- Coordinated design and content upload tasks with the marketing team for new launches.

#### Customer Support Representative

Jessikenic Electronics | May 2022 – Dec 2024

- Managed product-related inquiries and provided real-time updates on inventory and availability.

- Maintained data accuracy and updated online product listings to reflect current stock.

#### HubSpot Website Builder (Freelance / Remote)

Mar 2020 – Apr 2022

- Built and customized websites and landing pages for small businesses using HubSpot CMS.
- Designed user-friendly layouts and integrated visual elements aligned with client branding.
- Trained clients on product uploading, CMS management, and e-commerce workflows.

### **EDUCATION & CERTIFICATIONS**

Bachelor of Arts – University of Calabar, Nigeria (2023)

Bachelor of Philosophy – Pontificia Università Urbaniana, Rome (2023)

Certifications:

- IT Support Skills – Digital Witch (2025)
- Workflow Specialist Certificate – Asana (2025)
- B2B Sales Strategy – LinkedIn (2025)
- CompTIA IT Fundamentals (FC0-U61) – LinkedIn Learning (2025)