

# **PERSONAL PROFILE**

Enthusiastic Amazon Virtual
Assistant eager to contribute to
team success through hard work,
attention to details and excellent
organizational skills. Clear
understanding of Amazon Ecommerce. Help Amazon
business owners increase their
sales through my knowledge and
skills.

# **AREAS OF EXPERTISE**

- -Custom Products
- -Product Listing
- -Account Management
- -Costumer Service
- -Inventory Management
- -Product Tracking (KPI)

# CONTACT INFORMATION

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#### **EXPERIENCE**

### **Account Manager**

## **Rhythm Aromatics**

Helped manage their Walmart and Amazon store. Tracking products and KPIs weekly. Increase there sales from 10 units to 50 units per day.

#### MerchSalad

Help manage their Amazon and Etsy store. Boosted sales by 80% since hired. Making about 100s listing a day with variations.

#### **TRAININGS**

## Amazon Sellers Virtual Assistant Masterclass

- A full scale training that teaches
   Filipinos the A-Z of being an Amazon
   Virtual Assistant
- Led by the Philippines' 7-figure Amazon queen, Lish Aquino

#### **TOOLS**

- Helium 10
- Jungle Scout
- Microsoft Office (Word, Excel, Powerpoint, Canva)
- Communications (Skype,Zoom)
- ClickUp
- Marmalead
- Slack

#### **EDUCATION**

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