

# John Arvin M. Olifernes

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## Objective:

To obtain a position that can utilize my skill and ability to work. Can give me the opportunity to work productivity and accurately in your respective company. Please allow me as one of your applicant, Thank you

## Work & Employment History

### Dazel Gen. Services, Holcim Luga-it (2011 - 2012)

- Scaffolder
- Maintenance Crew
- Time Keeper
- Driver (light vehicle)

### Minkonstrak, Holcim Luga-it (2012 - 2013)

- Maintenance Crew
- Steel Fabrication Crew

### Virtual Assistant Australian Dental Clinic (2013 - 2014)

- Medical transcriber
- Lead generation
- Lead research

### Virtual Assistant Angels Data Ltd., Lancashire, UK (2012 - 2016)

- Senior lead researcher
- QA Data management
- Lead generation

Virtual Assistant Amazon Nasco USA (2017 - 2018)

- Product lister
- Product researcher
- Inventory checker
- Order processor

Virtual Assistant Shopify Lotus Leggings (2016)

- Product lister
- Product researcher
- Inventory checker
- Order processor

Virtual Assistant Amazon WRS (2017)

- Product lister
- Product researcher
- Inventory checker

Virtual Assistant Shopify Gamecheap / Online Mega Mall (2017)

- Product lister
- Product researcher
- Order processor

Virtual Assistant Shopify InaVeni (2017)

- Product lister
- Product researcher
- Order processor

Virtual Assistant Shopify / Walmart Khan Ventures - Khan Media (2018 - 2021)

- General VA
- Product lister
- Product researcher
- Customers service
- Order processor

Virtual Assistant Walmart Huley Interior LLC (2021 - 2022)

- Customers service
- Order processor

Communication / Software tools

- Slack , Trello, Discord, basecamp, Zoom
- OA Genius, Ecomcircle, Dropified, Oberlo etc.

## Personal Information

Age	:	36 years old
Civil Status	:	Single
Citizenship	:	Filipino
Date of Birth	:	April 20, 1987
Mother's Name	:	Juvenicia Olifernes
Father's Name	:	Cesar Olifernes
Weight	:	120lbs
Height	:	5'8
Language Spoken	:	Bisaya, Tagalog, English

I hereby certify that the enclosed information and facts are true and accurate.

**John Arvin Olifernes**  
*Applicant*