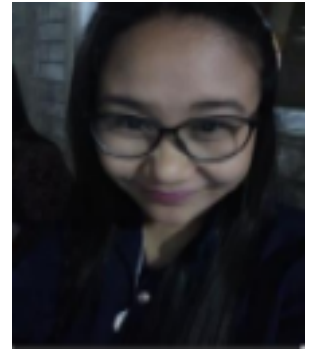


Myra R. Salapare



eCommerce - Amazon, Ebay, Walmart,
Bol.com, Shopify Operations Manager /
Business Development Manager / Marketing
& Branding Manager /
B2B&B2C / Project Management /
Procurement / Supply Chain Management Filipino

VA working from the Philippines

Management professional versed in all aspects of operations management, from scheduling and finance to production and marketing. Possesses exceptional communication, organizational and presentation capabilities. Excels in cutting costs and streamlining operations. Determined and experienced in client rapport, strategic initiatives and employee mentoring and coaching with excellent marketing, customer service and facility oversight skills of experience. Highly effective and comfortable working with people at all levels in an organization with solid experience managing all levels of multiple projects including budgeting and administration.

Skills and Software:

1. Dropshipping & e-Commerce (Amazon/eBay/Walmart/Shopify)

- Zik Analytics
- Junglescout
- Helium10
- Amazon Seller Central
- Airtable
- Dropbox
- Helium10
- Trello
- Monday.com
- Asana
- Process.st
- Notion
- Keepa
- Google Analytics
- Kit Marketing Automation
- Katana
- Quickbooks
- Xero
- Oberlo
- Zohone One
- Mailchimp

- Tactical Arbitrage
- SoStocked

2. Data Entry/Lead Generation

- Google Spreadsheet
- Email Management
- Calendar Management

3. Graphic Design

- Canva
- Later.com
- Zoho Social
- Gimp
- Filmora

4. Customer Service

- Gmail
- Skype
- Zoom
- Zendesk
- Slack
- Manychat

5. Amazon FBA & FBM Seller Account Management

- Product Research
- Customer Service
- Daily & Monthly Reports
- Full Operation (Account Health, Buy Box, Inventory, Supplier, Marketing, Team Management, Returns & Refunds, Product Descriptions & Bullets, Daily- Weekly Monthly Reports, etc.)

Work Experience:

Company Name: Dr. Workflow

Address: Houston, Texas

Position: Project Manager

Dates: January 2023 - March 2023

Shift Schedule: Mon-Friday

Shift Hours: Full time

Job Description:

- Creating and assigning workflows
- Website Testing

Company Name: Prazoli Products

Address: Cincinnati, Ohio

Position: Procurement

Dates: January 2023 - March 2023

Shift Schedule: Weekend

Shift Hours: 6-10 Hours Per Week

Job Description:

- Finding and contacting suppliers for new product development on Alibaba (or other platforms)
- Analyzing and negotiating supplier quotes
- Editing sourcing document templates provided (RFQs, Purchase Orders, Contracts, Inspection forms, etc)
- Analyzing inventory levels for reorder decisions
- Coordinating orders and shipments from multiple suppliers at a time
- Requesting shipping quotes from multiple freight forwarders for comparison
- Using the SoStocked platform to manage Amazon shipments
- Creating shipping plans in Seller Central
- Keeping track of multiple productions and timelines
- Generating and implementing efficient sourcing and category management strategies.

Company Name: Redukss LLC

Address: New Jersey, USA

Position: Business Operations Ecommerce Manager

Dates: March 2022 - November 2022

Shift Schedule: Mon-Friday flexible hours

Shift Hours: 15 Hours Per Week

Job Description:

- Oversee the whole business operations for Amazon, eBay and Shopify.
- Managing marketing, advertising, design, production, & logistics team.
- Creating business proposals for new business platforms.
- Create weekly & monthly reports.
- Creating & delegating SOPs.
- Managing wholesale & retail.
- SMM
- Managing business finances.

Company Name: DisQounts International B.V

Address: Utrecht, Netherlands

Position: Ecommerce Manager (Reliever)

Dates: December 2021 – March 2022

**Shift Schedule: Mon-Sunday flexible
hours**

Shift Hours: 40 Hours Per Week

Job Description:

- Oversee the whole business operations for Amazon, eBay and Shopify. • Managing marketing, advertising, design, production, & logistics team. • Creating business proposal for new business platforms.
- Create weekly & monthly reports.
- Creating & delegating SOPs.
- Managing wholesale & retail.
- SMM
- Managing business finances.

Company Name: On The Rox Drinks LLC

Address: Indiana, USA

Position: Marketing Manager for Shopify & Amazon

Inclusive Dates: October 2021 - December 2021

Shift Schedule: Mon-Friday flexible hours

Shift Hours: 40 Hours Per Week

Job Description:

- Oversee the whole marketing operations for Shopify & Amazon.
- Create weekly & monthly reports
- Creating & delegating SOPs
- Run Google & Facebook ads
- SMM

Company Name: Rise Commerce

Address: Netherlands

Position: Marketing Manager for Shopify - Dropshipping Inclusive

Dates: March 2021 - December 2021

Shift Schedule: Mon-Sunday flexible hours

Shift Hours: n/a

Job Description:

- Oversee the whole marketing operations for Shopify
- Create weekly reports
- Searching potential products using paid tools & organic
- Run Pinterest & Facebook ads
- SMM

Company Name: OG Designs

Address: Las Vegas, Nevada

Position: Manager for eCommerce, SMM, & Amazon Operations Inclusive

Dates: December 2020 to March 2021

Shift Schedule: Mon-Sun flexible hours

Shift Hours: 10-15 Hours Per Week

Job Description:

- Managing Amazon USA & ecommerce website for Print onDemand products
- Product Research
- Negotiation with suppliers
- Generate weekly & monthly reports

Company Name: DisQounts International B.V.

Address: Utrecht, Netherlands

Position: eCommerce Amazon Operations & Shopify AccountManager Inclusive

Dates: Feb 2017 to March 2020

Shift Schedule: Mon-Sun flexible hours

Shift Hours: 40-60 Hours Per Week

Job Description:

- Overseeing operations of 7 marketplaces in Europe (UK, Germany, France, Italy, Spain, Netherlands, Sweden) Shopify Account & BOL account, Wholesale & Retail
 - Product research, supplier research - finding the winning product
- Running Facebook, Google & Bing ads
 - Content creation for social media sites - visual & captions
- Managing & Coaching VA's
- Checking with supplier, shipment & inventory
- Managing Marketing & Branding
- Conduct training for new VA's
- Generate Monthly, Quarterly, & Yearly Reports

Company Name: Prime2Quality

Address: San Diego, California

Position: Amazon , Shopify & Ebay Account Manager

Inclusive Dates: March 2020 to December 2020

Shift Schedule: Mon-Sun flexible hours

Shift Hours: 5-10 Hours Per Week

Job Description:

- Managing new Amazon & EbayAccount
- Product Research & Supplier Research
- Running Facebook & Google ads
- Approving PPC campaigns
- Content creation for social media sites
- Negotiation with suppliers
- Generate weekly & monthly reports

Company Name: Property Type LLC
Address: Canada
Position: Account Manager
Inclusive Dates: January 2020 to March 2020
Shift Schedule: Mon-Fri
Shift Hours: 40 Hours Per Week
Job Description:

- Managing & monitoring daily operations of wholesale real estate sales & appointments.
- Conduct training and coaching

Company Name: FreeUp
Address: Florida, USA
Position: Virtual Assistant
Inclusive Dates: August 2016 - January 2020
Shift Schedule: Mon-Sun
Shift Hours: No particular hours
Job Description:

- New Business Development Consultant for Digital Marketing Agency (US)
- Lead Generator, Marketing, Sales for SEO & Website for Digital Marketing Agency (UK)
- Social Media Manager (Facebook, LinkedIn, Twitter, Instagram) (US & UK)
- Brand Manager for Two Amazon Stores (UK)
- Web Researcher (UK & US)
 - Job application posts and formatting Resume (US)
 - Lead Generator, Marketing, Sales for clinics & hospitals (US)

Company Name: ALGS (Advanced Leads Generation System)
Address: California, USA
Position: Team Leader
Inclusive Dates: December 2018 - January 2020
Shift Schedule: Mon-Fri
Shift Hours: 40-60 hrs per week
Job Description:

- Managing a team for full operations.
- Generate daily, weekly, & monthly reports

Company Name: Native Camp
Address: Singapore
Position: Online English Tutor
Inclusive Dates: February 2017 - December 2018
Shift Schedule: Flexible
Job Description:

- Verified data integrity and accuracy.

- Teach non-native Japanese speakers to speak English.
- Conducting lessons while facing the camera.

Company Name: Remotasks

Address: USA

Position: LIDAR SR REVIEWER

Inclusive Dates: January 2019 - May 2019

Shift Schedule: Flexible

Job Description:

- Reviewer, Annotator & Tasker

Company Name: H&R SAGE Enterprise LLC

Address: USA

Position: Social Influencer

Inclusive Dates: February 2019 - June 2019

Shift Schedule: Mon-Sat

Shift Hours: 25 hrs per week

Job Description:

- Establishing credibility in some specific industries.
- Delivering tasks and deadlines every day.
 - Verifying all the important information of customers.
- Setting expectations for the customers.

Company Name: Storm Damage Leads

Address: USA

Position: Sales Associate

Inclusive Dates: January 2019 - April 2019

Shift Schedule: Mon-Sat

Shift Hours: 20 hrs per week

Job Description:

- Validating leads for a new business approach.
 - Following needed parameters by clients for each call.
- Delivering tasks and deadlines every day.
 - Setting homeowners by criteria for an appointment.
 - Verifying all the important information of customers before appointment.
 - Setting expectations to the customers upon appointment.

Company Name: 1Vision Data

Address: United Kingdom

Position: Lead Researcher

Inclusive Dates: February 2019 - June 2019

Shift Schedule: Mon-Fri

Shift Hours: 5-10 hrs per week

Job Description:

- Skip tracking & lead research
- Meeting daily & weekly target goals

Company Name: Golfstyles
Address: Spartanburg, South Carolina, USA
Position: Email Marketer
Inclusive Dates: December 2018 - January 2019
Shift Schedule: Mon-Fri
Shift Hours: 5-10 hrs per week
Job Description:

- Sending mass email to target audience.

Company Name: LGS Contact Solutions
Address: Laguna, Philippines
Position: Operations Manager
Inclusive Dates: October 2017 – February 2018
Shift Schedule: Mon-Fri
Shift Hours: 40-60 hrs per week
Job Description:

- Establish operational objectives and work plans and delegated assignments to subordinates.
- Completed 35 performance reviews each month, offering praise and recommendations for improvement.
- Compiled and drafted 35 payrolls of employees' report twice a month.
- Managed 3 account projects catering US customers.
- Effectively responded to incidents and other events as necessary.
- Generated comprehensive reports regarding incidents, events, and important business matters.
- Established project control procedures such as project forecasts and cash flow projections.
- Supervised a team of three and thirty associates.
- Maintained up-to-date on business operations as well as positive and negative impacts.
 - Forged and cultivated productive relationships with community members and potential partners.

Company Name: SYKES Asia
Address: Mandaluyong, Philippines
Position: Collections Representative/Asst Team Leader
Inclusive Dates: December 2016 – August 2017
Shift Schedule: Mon-Sat
Shift Hours: 48 hrs per week
Job Description:

- Recorded all information regarding financial status of customers.
- Processed payments and contracts on accounts.
- Resolved challenging situations in a friendly yet firm manner.
- Counseled debtors on their payment options and arranged installment agreements. ● Used probing techniques to determine debtors' reasons for delinquency. ● Researched, analyzed and resolved customer's disputes.

- Handled more than 300 outbound and inbound calls daily with the goal of collecting owed debt.
- Used skip tracing resources to locate debtors and updated information in the system. ● Negotiated to collect balance in full.
- Performed prescribed scripts and utilized a friendly but firm attitude with full knowledge of contractual requirements and legal remedies.
- Contacted customers to collect outstanding payments via one-time or negotiated installment methods.
- Completed training in topics such as credit management and civil court practices to maintain up-to-date knowledge.
- Reviewed collection reports to determine the status of collections and the amounts of outstanding balances.
- Discovered major instances of fraud, and large balances due.
- Performed administrative tasks such as record keeping, writing correspondence and gathering materials.
- Set up and update customer accounts, payments and personal information. ● Worked with management at the project level to ensure expense plans are achieved. ● Collected and arranged information and entered details into the computer database. ● Generated reports detailing various metrics and account information. ● Follow up with customers to collect information and verify details. ● Processed payments and applied to customer balances.

Company Name: Alorica

Address: Lipa, Batangas, Philippines

Position: Collections Representative

Inclusive Dates: March 2015 - March 2016

Shift Schedule: Mon-Sat

Shift Hours: 48 hrs per week

Job Description:

- Managed delinquency cycle, including past due collection calls, skip tracing, outside collections agency coordination and litigation activities.
- Negotiated with account holders to devise repayment plans and minimize collections receivables.
- Collected and processed payments.

Company Name: GENPACT

Address: Muntinlupa City, Philippines

Position: Customer Service & Sales Representative

Inclusive Dates: June 2011 – May 2013

Shift Schedule: Mon-Sat

Shift Hours: 48 hrs per week

Job Description:

- Politely assisted customers via telephone.
 - Answer product questions with up-to-date knowledge of sales.
- Described product to customers accurately.

- Asked open-ended questions to assess customer needs.
- Communicated with vendors regarding backorder availability, future inventory and special orders.
- Assisted customers with inquiries and order customization requests.
- Contacted customers to follow up on purchases, and inform them about promotions and upcoming events.

Education

University of Perpetual Help Rizal, Bachelor of Science in Tourism, Undergraduate

I hereby certify that all information written above is true and correct to the best of my knowledge and beliefs.

Myra Salapare