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# CALVIN LE

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## PERSONAL INFO

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### EMAIL

L3\_calvin@yahoo.com

### PHONE

347-806-1838

### LINKEDIN

<https://www.linkedin.com/in/calvin-le362/>

### WEBSITE (Github)

<https://calv519.github.io/>

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## SOFT SKILLS

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Communication | Teamwork | Interpersonal  
Problem Solving | Time Management

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## TECHNICAL SKILLS

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HTML5 | CSS3 | Javascript | jQuery |  
GitHub | Gsuite | Microsoft Suite (Word,  
Excel, Outlook, Powerpoint) | Adobe  
Photoshop CC | Slack | Trello | Freshdesk |  
Walmart Seller Center (Marketplace) |  
Walmart Supplier Center | Amazon Seller  
Central | Amazon Vendor Central | Ebay |  
Shopify | Magento | Oracle Netsuite |  
Shipstation | Google Analytics Certification  
Quickbooks

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## EDUCATION

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### B.A. ECONOMICS / 2011

Queens College, City University of New  
York

### FRONT END WEB DEVELOPMENT / 2018

General Assembly – Professional  
Development

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## EXPERIENCE

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### Sr. eCommerce/OmniChannel Specialist / Chinatex Oriental USA Inc.

New York, NY

June 2021 – Present

- Execute product catalog updates and maintenance including adding new products, ensuring the accuracy of existing data, updating product images, and finding opportunities to improve the customer shopping experience
- Work with buyers to drive unit sales and execute marketing enhancements to increase product listing visibility/revenue
- Execute and present reporting to support analysis and forecasting (weekly, monthly, quarterly, season and year reports)
- Work in collaboration with warehouse in tracking inventory and taking responsibility for confirming quantities inbound and notifying teams of any discrepancies

### eCommerce Specialist / Woozik

New York, NY

July 2020 – June 2021

- Oversees day-to-day operations that support e-commerce business including sales planning, forecasting, & reporting, web analytics, operations & logistics, maintaining all sales channel
- Improve/increase sales, maintain outstanding rating and ranking on all marketplaces, provide support to business partners
- Send and replenish inventory on Amazon FBA
- Monitor/manage Walmart Ads and Amazon PPC campaigns
- Maintain, optimize, and improve listings on the various marketplaces (title, description, images, reviews, etc.)
- Monitor and improve marketplace performance, taking proactive steps to avoid issues when possible and quickly correct them when necessary

### Product Data & Web Marketing Associate / Grayline New York Sightseeing Tours

New York, NY

April 2018 – April 2020

- Manage product updates for multiple websites and mobile app such as adjusting images, descriptions, prices, and operational updates in a timely manner
- Conduct and maintain new product loads from initial building to testing for websites and mobile apps
- Work with marketing team to improve current products, configure promotional rules and update weekly and flash sales
- Assist director in the product development process such as building SKU in backend platform
- Develop and design webpages using HTML/CSS/Magento
- Assist call center department by resolving complicated system issues
- Responsible for posting blogs and reviews for our website