

Calvin Le

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Qualifications & Certifications

Microsoft Office Specialist 2010 (Excel), QuickBooks Pro 2011, Google Analytics Certification

Education

Queens College, City University of New York

Bachelor of Arts in Economics

Queens, NY

2007-2011

General Assembly

Front-End Web Development

New York, NY

Jan. 2018-April 2018

Professional Experience

Woozik

E-Commerce Specialist

New York, NY

July 2020-Present

- Oversees day-to-day operations that support e-commerce business including sales planning, forecasting, & reporting, web analytics, operations & logistics, maintaining all sales channel (eBay, Walmart, Shopify, Amazon seller central)
- Improve and increase E-commerce sales, maintain outstanding rating and ranking on all marketplaces, and provide support to business partners
- Maintain, optimize and improve listings on the various marketplaces (title, description, images, reviews, prices, product specs, customer questions, etc.) to increase product ranking and sales
- Monitor and improve marketplace performance, taking proactive steps to avoid issues when possible and quickly correct them when necessary

Gray Line New York Sightseeing Tours

Product Data and Web Marketing Associate

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 to increase and drive sales
- Assist director in the product development process such as building SKU in backend platform
- Work closely with marketing departments to configure promotional rules and update weekly sales
- 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

United Process Services, Inc.

Office Clerk

New York, NY

Jan. 2014-April 2018

- Setup new account information; enter prepaid fees for attorneys and pro se in our in-house database program
- Produce labels and mail legal documents to the appropriate party
- Receive services from process servers and create affidavit for clients
- Organize and prioritize legal documents received from attorneys and develop into work tickets
- Maintain and monitor real-time log of all work tickets for managers
- Manage incoming and outgoing calls as well as responding to emails in a timely manner

Ticket Gallery

Event Specialist

New York, NY

July 2013-Dec. 2013

- Enter and verify the prices of ticket groups corresponding to our online reports and internal data
- Responsible for the creation of ticket classifications for a variety of events based off of venue maps
- Oversaw the maintenance of large ticket inventories in different venues through POS (Point of Sales) system.
- Purge and analyze quotes to determine the market price of various tickets categories
- Manage daily spreadsheets and reported outlier prices in conjunction with department leaders and other associates

Skills

HTML5, CSS3, Javascript, jQuery, GitHub, Google Analytics, Google Docs/Drive, Microsoft Suite (Word, Excel, Outlook), Adobe Photoshop CC, Slack, Trello, Freshdesk, E-Commerce, Walmart, Shopify, Magento, Ebay, Amazon Seller Central