
CALVIN LE

PERSONAL INFO

EMAIL

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PHONE

347-806-1838

LINKEDIN

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

WEBSITE (Github)

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

SOFT SKILLS

Communication | Teamwork | Interpersonal
Problem Solving | Time Management

TECHNICAL SKILLS

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

EDUCATION

B.A. ECONOMICS / 2011

Queens College, City University of New
York

FRONT-END WEB DEVELOPMENT / 2018

General Assembly – Professional
Development

EXPERIENCE

Sr. eCommerce/OmniChannel Specialist / Chinatex Oriental USA

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