



Marcilane Antunes

VIRTUAL ASSISTANT (REMOTE)

Contact



Lisbon, Portugal.



Lanenglisht@gmail.com



@Lane Antunes

Languages

Portuguese : Native

English: Fluent (C2)

French - Conversational (B1)

Norwegian - Basic (A2)

Skills

Communication

Problem Solving

Creativity

Organization

Project management

About

I am an active learner. I have taught myself how to build websites, create online courses, edit videos, and run an e-commerce store.

Communication is my strongest skill. I have been to twenty countries and lived in four, so I can easily connect with people from different cultures.

I can help with a variety of tasks:

- *Scheduling appointments.*
- *Creating and managing e-commerce stores.*
- *Providing customer service.*
- *Managing social media.*
- *Editing videos on Davinci Resolve.*
- *Creating designs on Canva.*
- *Creating presentations.*
- *Transcribing videos. (Excellent typing speed)*

Work Experience

Udemy

Oct 2020 - Present

Online Course Creator

- Create content for courses.
- Record and edit video lessons.
- Answer students' questions.

Shopify and Etsy Stores

Sep 2019 - Jan 2021

Store owner

- Built a Shopify and Etsy store.
- Fulfilled orders and managed inventory.
- Managed social media accounts.
- Provided customer service via phone and email.
- Managed and executed promotional campaigns.

Self-employed

Jan 2012 - July 2019

Portuguese and English teacher

- Prepared students for job interviews and presentations.
- Helped pupils improve their listening, speaking, reading and writing skills via individual and group sessions.