

Charlene Cansing

V I R T U A L A S S I S T A N T

(E-commerce/ Data Entry/ Administrative Assistance)

SUMMARY

A conscientious, active, and effective Virtual Assistant with extensive experience in E-commerce. The experience aided me in honing my skills and broadening my knowledge about the industry. Capable of interacting with the client and various members of the team by utilizing productive ideas that can benefit to the company. Enthusiastic on continuing to learn and enhance my expertise.

WORK HISTORY

Drop it like a box LLC | *October to December 2021*

Waller Distributing LLC | *January to August 2021*

GoGoGazelle LLC | *August 2020 to January 2021*

Walmart Dropshipping VA (Under One Management)

- Searched for elevated products to sell on Walmart Marketplace through thorough manual sourcing and using OA Genius extension.
- Uploaded all of the listings in bulk to Walmart Seller Center and into the software on a regular basis.
- Managed and update the price and inventory manually in Walmart Seller Center.
- Processed all of the orders from the Walmart Seller Center and placed them on the supplier.
- Tracked orders on Amazon and Home Depot and confirm shipments on Walmart Seller Center.

SKILLS

- **Computer Literate** - Proficient in the use of Microsoft Word, Excel, and PowerPoint.
- **Detail Oriented** - Analyzed data to check for errors and paying close attention to details.
- **Multi-task Oriented** - Successfully manage multiple projects efficiently and effectively.
- **Data Entry** - Able to enter data with accuracy and discretion of confidential data.
- **Research** - Analyze information from various sources by conducting a thorough data search.

EDUCATION

QuickDesk Virtual Solutions | 2022

176 General Virtual Assistant Training - Course

Certification: (Available Upon Request)

Senior High School in Digos City | 2020

Humanities & Social Sciences - Strand

CONTACTS



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