

# CHARMAINE STEPANIUK

AMAZON ACCOUNT MANAGER/GENERAL VA

## ONLINE SKILLS

- Amazon account management
- Social Media Management
- Project Management
- Wordpress Blog Management
- Web Content Writing
- Copy Writing
- General Administrative Support
- Data Entry
- Client and Customer support
- Email and Calendar management
- Basic Web Designing
- Audio and video transcription
- Photo and video editing
- Research

## WORK EXPERIENCE

### Executive Assistant

Choice Property Ltd. | July 2018 - Present

- Creates Operation Manuals for the company that is used as a documentation by the members of the organization to work efficiently and functions correctly.
- Facilitates sending of surveys to tenants and assists with analyzing the data results.
- Performs other administrative tasks on a daily basis.

### Clinic Support Specialist

Rhythm Management Group | July 2017 - December 2018

- Provides and monitor critical heart device monitoring. Extracting information from the device monitoring, report on events and irregularities that can manifest between regular visits to the Doctors office.
- Sets patients remote schedule both in the device manufacturer web portal and patients electronic chart.
- Trains newly hired Clinical Support Specialists.

## TOOLS AND SOFTWARE

- |                   |              |                    |                   |
|-------------------|--------------|--------------------|-------------------|
| • Canva           | • Text Local | • Sharefile        | • Camtasia Studio |
| • Adobe Photoshop | • Messenger  | • Microsoft Office | • LastPass        |
| • Asana           | • Lightroom  | • Linux            | • Wordpress       |
| • Kareo           | • Jing       | • Google Drive     | • Hootsuite       |
| • Ring Central    | • Zoom       | • Dropbox          | • Jungle Scout    |

## ONLINE TRAINING AND CERTIFICATES

**Amazon Seller Virtual Assistance Masterclass**

November 2018

[www.amazonsellerva.com](http://www.amazonsellerva.com)

**Project Management**

November 2018

[www.udemy.com](http://www.udemy.com)

**SEO Training for Beginners**

October 2018

[www.udemy.com](http://www.udemy.com)

## EDUCATION

**Bachelors of Science in Nursing - Licensed Registered Nurse**

Cebu Normal University | 2005 - 2009

## ABOUT ME

Assists business owners who want their business and Amazon stores to thrive by integrating strategies to develop and expand existing customer sales, brand and product evolution, excellent customer satisfaction and social media endorsement.

## PERSONAL SKILLS

- Excellent oral and written communication
- Strong leadership skills
- Team player
- Goal oriented
- Multitask-er
- Organized
- Time management
- Reliable and professional

## GET IN TOUCH!



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<http://cham-portfolio.surge.sh/>

Hello!