

JEZZA CARDENAS

Your Techy Savvy General VA Shopify Store Manager

Profile

Detail-oriented Virtual Assistant and IT Support Specialist with 3+ years of experience in customer service, tech support, and admin tasks. Skilled in Shopify store management, product listing, data entry, social media management, and short content video editing – helping businesses stay organized and grow online.



Work Experience

2025

YB Distribution

General Virtual Assistant

- Store Management
- Content Creation (Reels, Threads, Tiktok & Carrousels)
- Inbox & Communication
- Admin & Daily Support
- Product Research
- Short Video Editing

2025

AVA

Discord Server Moderator

- Community Management
- Communication & Conflict Resolution
- Event Planning & Coordination
- Team Collaboration
- Member Support & Engagement
- Social Media Management

2025

BHF Bank a Rural Bank

MIS- Technical Support

- Working with the IT Team as System Administrator
- Managing Social Media and Website
- Network Security Management
- Administrative task
- Computer Systems Troubleshooting
- IT Assets Inventory Management

2022

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2025

Nazareth General Hospital Inc.

Admin & Technical Support Specialist

- Working with the management
- Manage the website and all company social media platforms.
- Information System Admin
- Campaigns Graphic Designing



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TechSupportAtYourService.com

Education

**Bachelor of Science in
Information Technology**
Universidad de Dagupan
2019-2022

**Associate in Computer
Science**
Universidad de Dagupan
2015-2017

Skills

- Communication & Collaboration
- Project & Task Management
- File & Document Management
- Productivity & Automation
- Social Media & Content Management
- Shopify Platform & Integrations
- Product Listing & Optimization
- Inventory & Order Management
- Customer Service & Email Marketing