

Arianne Mae Llemos

All Around Virtual Assistant



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04 May, 1991

SKILLS

Amazon Seller Central

Facebook Ads

Zendesk

Adobe Photoshop

Clickfunnel / Landing
Page

Google Applications

Microsoft Office

Mobile Troubleshooting

Product Research

Product Launching

LANGUAGES

Filipino

Native or Bilingual Proficiency

English

Full Professional Proficiency

WORK EXPERIENCE

Amazon Virtual Assistant Homebased

12/2018 – 12/2019

Achievements/Tasks

- Answering inquiries from customers, inventory management, product researching, facebook marketing, product launching and ranking, case logs and listing optimization

Amazon Product Researcher Homebased

04/2018 – 12/2018

Achievements/Tasks

- Sourcing products thru Alibaba, Aliexpress and contacting suppliers

Uber Email Support Representative / Back Office Support TaskUs Inc.

08/2015 – 04/2017

Achievements/Tasks

- Answering queries from Riders and Drivers Customers thru email using Zendesk
- Review and approve/reject the documents sent by the Drivers. (ie., Driver's License, Vehicle Registration and Insurance etc.)

Freelance Data Entry Support www.odesk.com

01/2014 – 05/2014

Achievements/Tasks

- Complete data entry information as required by clients
- Verify correct data source and documents
- Fulfill assigned job before entailed deadline

QA Analyst www.humanatic.com

05/2014 – 08/2015

Achievements/Tasks

- Review and listen to calls submitted and tag call category
- Conclude if an appointment was set during the call

EDUCATION

BS Marine Engineering Asian Institute of Maritime Studies/ Pasay, City

06/2007 – 04/2013

ACHIEVEMENTS

Philippine Civil Service Exam (10/2016)

Professional Level