



Christoffer

AMAZON Virtual Assistant

SKILLS & TOOLS:

- Microsoft excel
- Google Apps
- Keepa
- Seller amp SAS
- Helium 10
- Scan Unlimited
- Air Table
- Rev seller
- Data Spark
- Jungle Scout
- Buy Bot Pro Accelerator / calculator
- Tactical Arbitrage
- Ds Quick View
- Ip Alert
- Canva
- Amazon Scout Calculator
- Adobe
- Base Camp
- Amazon Wholesale Product Research
- Online Arbitrage
- Keepa pull
- Product matching and grading
- Customer service
- Technical support
- Appointment setting
- AMZ Flat File
- Account health
- Reports
- Shipment
- Logistics
- Listing Creation
- Keyword research
- Amazon PPC Ads
- Copyrighting
- Chat GPT / Open AI
- Shop Keeper

WORK EXPERIENCES:

07/2023 | Executive Virtual Assistant
Present Private Label (USA)

- Account manager
- Executive assistant
- Account Health
- Listing Management
- Inventory management
- 3PL communications / replenishment
- Sales forecasting (1 year + 3months of Excel automated calculation based on sales history and current sales performance)

01/2023 | VAA PH / Wealth Assistance - Amazon Wholesale
09/2023 Amazon wholesale VA (USA)

- Product research
- Keapa pull
- Product matching and grading
- Account health
- Re-pricing
- Reports

07/2021 | EVERISE BGC | CENTENE HEALTHCARE
12/2022 CSR (Voice)

Assisting members regards with their healthcare insurance

11/2020 | EVERISE BGC | INSTACART
07/2021 CSR (VOICE/NON-VOICE)

Retail, CSR for online grocery orders, providing resolutions and order placement

04/2020 | Free lancing / Virtual assistant

10/2020 Appointment setter

Setting up appointment using a given spiel for a car insurance company in the United States

03/2020 | WNS - Alabang | NRMA MOTOR REPAIRABLE

08/2020 CSR

Training period only, unable to start the program due to the pandemic.

09/2018 | Convergys - Alabang | AT&T ATS

10/2019 CSR/TSR Advanced Technical Support T2

Technical Troubleshooting for AT&T services, basic troubleshooting for Android and IOS Devices, billing, and payments.

03/2017 | Task Us Imus DELIVEROO UK

08/2018 CSR / Restaurant Support (Voice/chat)

CSR for customers' concerns in their orders service, Basic troubleshooting of Tablet problems for restaurants,

07/2015 | IQOR PHILIPPINES | METRO PCS USA

01/2017 CSR / TSR

CSR for phone service, troubleshooting phone problems,

billing and payments, and account activations

TRAININGS & SEMINARS:

- VAA Amazon PPC Training (09/2023)
- VAA Amazon Wholesale Training (11/28/2022 – 12/28/2022)
- VAA Helium 10 training
- VAA Scan unlimited training
- VAA Walmart Data Spark Training
- VAA Keepa pull Training
- VAA Selerise Training

- VAA Microsoft Excel Training
- VAA Amazon Training (04/22/2024 - 05/03/2024)