

Mary Claire Cruz

Amazon Chief Operating Manager for 6 years Remote Worker. Specialized in PPC marketing strategies / Affiliate marketing to increase revenue and maximize the opportunity of online platforms to generate brand awareness, sales and ensure its monetization. Amazon seller account expertise in product sourcing, supplier in wholesale and retail arbitrage finder for better profit and fast shipping. Negotiation and communication between distributors/suppliers, for warehouse inventory forecasting and shipments. Product listings, flat file uploads and UPC / manufacturer's barcode handling. Order fulfillment, customer service for inquiries, problems and A-Z claims. Maintaining a good health account, delivery time , good and bad reviews handling. Private label handling or FBA and FBM management. I am also experienced in other platforms such as Ebay, Magento, Groupon, Houzz and Shopify.

Preventing HI-jackers, market analysis, BuyBox competition, Lightning Deals.

Product manager - to ensure all quality and knowledge about niches and season trends.

Graphic enhancer, removing backgrounds, creating logos, trademarks, banners and video ads and Designing themes for shopify stores.

Campaign manager / Media Buyer - Facebook ads in creating images, videos and link posts. Custom audiences and Look-alike audiences. Pinterest ads, Voluum ads tracker for landing pages, Browser token set ups, url campaigns and other ad networks for PC and Mobile.

Accounting staff assistant - for payables, receivables, bookkeeping and bank reconciliation

Basic IT configurations, troubleshooting, Email for forwarding, software and hardware issues, understandable comprehensive terminologies and queries.

Admin Master - for creating huge databases, Data compilations expertise in CRM and Excel.

Organized flow of work and tasks.

Social Media Manager - Page moderator, chats, comments, organic marketing, influencer in platforms Facebook, Instagram, Pinterest and Twitter.



ONLINE WORK EXPERIENCE

51Talk / Acadsoc

2015

Online english teacher Feb-Mar

- online english teacher from ages 5 to elders students
- TOFL ESL

Lead Generations

2015

data entry / virtual assistant part time job Feb-April

- project based

- data mining
- data entry / search
- appointment setter
- inbound calls / outbound calls
- bookings for calendar events

Dr. Richard Chiropractic, Queensland AU
Appointment Setter - Dr. Richard Sawyer Mar-July

2015

- Inbound/Outbound calls
- Data entry
- CRM

Zealy Stewart & Associates, New Jersey NY
Executive Researcher - Mr. John McCain July-Nov

2015

- Web Researcher
- Data entry
- Interviewer

L.W Accounting Services, New Jersey NY
Accounting Staff - Mr. Lei Wang Nov-Dec

2015

- Account Payables
- Account Receivables
- BookKeeping
- Outlook, Office 360, Sharepoint
- Credit Card Reconciliation
- Tax Computation
- Data entry
- Expenses
- Petty Cash

Tromba Tequila, Mexico
Accounting Staff Dec 2015-Mar extension referred by previous

2016

- Account Payables
- Account Receivables
- Bookkeeping
- Outlook, Office 360, Sharepoint
- Credit Card Reconciliation
- Tax Computation
- Data entry
- Expenses
- Petty Cash

Adlion, Hong kong
Advertising and Account Executive for Ecommerce
Operational Management - Yang Wei January 10 2015 - Nov 2019

2015-2018

Tasks / Duties

- Download and Upload of CSV files from system to websites
- Filtering of blacklist sites

- BookKeeping
- Data entry
- Updating Costs and system of advertising sites
- Excel
- Voluum
- PPC CPA PPV PPM
- Use of Adnetworks Popcash Trellian Tonic and more
- Create Landing pages in Cpanel, Create domain hosting sites for Campaigns
- Use of Fast n Click system
- Shopify creation
- Product Lister
- Image optimizer
- Description, themes collection and tags
- Use of dropshipping apps oberlo, importify, dropified and more
- Personalized jewelries, T-shirts and sneakers
- Creation of videos and images for ads
- Social media management
- Affiliate Researcher
- Social Media Marketing
- Customer Service
- Email Marketing
- Photo editing
- Video Ads creation
- Graphic and mock uploader
- Amazon FBA FBM Private Label
- Product research
- Product / Market Analysis
- Amazon Manager
- Image Optimizer
- Product research
- Product optimization
- Video Scraping
- Magento
- Ebay
- Walmart
- Product / Market Analysis
- Supplier Relations / sourcing
- Wholesale / Dropshipping / retail
- Supply chain and logistics -
https://docs.google.com/document/d/1wDX5aA8XC2N8RS6ZryjlpFlsbYD7GUGUChjDCoCk_s/edit?usp=sharing

Wgt America & US Tronics, Florida
Amazon and Shopify Ecommerce
 Dec - Aug 2019

2018-2019

- Referred by previous company same tasks mentioned on previous employer
- Supply chain and logistics

ViViD racing, Florida

2019

Amazon Project Based

Sept-Oct

- Amazon Flat files Data Entry / Product listing
- Ebc content

Market Place Sorted, UK

2019-2020

Amazon Project Based

Nov-Feb

- Fix stranded inventories
- Fix suppressed inventories
- Request remeasurement for oversized items
- Request reimbursement for lost and damaged inventories
- Request reconciliation for lost inbounds
- Remove unfulfillable inventories
- Close selling applications
- Honest and With Integrity VA/feedbacks
- Product Sourcing Proficient with the best training background
- Equipped with Broad Knowledge in Manual and Software-Based Product Sourcing Strategies
- Consistent and Clear Communicator
- Detail-Oriented
- Respond on customer messages/feedbacks
- Check if an out of stock inventory can be restocked
- Open case to issues that needs further help from amazon
- Request selling application (ungating brands/category)
- source products with \$4-\$25 profit and 40%-70% ROI
- Leads will be exclusive for you
- 5 to 10 Solid Finds a day (Depending on working hours)
- 10 and up monthly sales
- Top tier 3% maximum
- Keepa Reading Expert
- Can source a wide range of category
- Supply chain and logistics

The Grand Refresh LLC, US

2021-2022

Amazon Project Based Database and inventory building

OCT - FEB

- Wholesale manager
- Wholesale supply chain manager

PREVIOUS LOCAL EMPLOYMENT

Winner Computer Solutions Co., Potrero, Malabon

2011 - 2014

Dayshift office based Account Executive and IT support

- Appoints meeting
- Telemarketing services to potential clients and assist in coordination and implementation of telemarketing activities by contracting companies.
- Online sales and advertising Work with marketing to develop new leave-behind product(s), newsletter, advertising materials.
- data encoding
- Promote services through conventions, trade shows, public relations, etc.
- Develop and maintain close relations with the local business community in order to fulfill client's needs more effectively.
- recruit clients for classes, seminars, technical support and any additional services for the growth and advancement of the company
- IT customer service support through call or personal service
- Technical service for programs / softwares
- maintain communications systems and supplies
- supervise safety and security for clients
- control security systems based on products
- operates biometrics and its technical wires
- purchase supplies
- keeps database / CRM of important files
- video production and editing
- Ms office literate till to the latest and other programs
- Operating system administrative Windows, Linux Android
- Secretary

Jollibee Grand Central, Monumento Grand Central Smart

2012

- booking of party reservations
- hosting
- follow up and purchase supplies
- party / event organizer
- advertising selling
- follow up orders
- inventory

ArchAngel St. Raphael polyclinic, Leonio Malabon Medical Secretary

2012

- Schedule and confirm patient diagnostic appointments, surgeries and medical consultations.
- Compile and record medical charts, reports, and correspondence, using a computer.
- Answer telephones, and direct calls to appropriate staff.
- Receive and route messages and documents such as laboratory results to appropriate staff.
- Greet visitors, ascertain purpose of visit, and direct them to appropriate staff.
- Interview patients in order to complete documents, case histories, and forms such as intake and insurance forms.
- Taking good care of the patients
- Sanitary / cleanliness of the clinic.

Maribel Tutorial Learning Center, Concepción Malabon Teacher

2013

- Part Time Job as a Teacher for kinder to grade 6 pupils
- Tutor for High School students.

Waidel Automation Inc., Baritan Malabon
Accounting Staff

2014

- Handles account payables
- Encoding of receipts, Vat, BIR matters
- Monitors and files business permits.
- Processes payments and documents such as invoices, journal vouchers, employee reimbursements, and statements.
- Calculates rates paid for purchases and all price extensions.
- Verifies items billed against items ordered and received and reconciles differences through follow-up with the vendor and/or other employees.
- Enters, updates, and/or retrieves accounting data from automated systems.
- Posts financial data to appropriate accounts in an automated accounting system, according to instructions.
- Reviews on-line transactions for changes and accuracy and corrects errors.
- Retrieves system reports.
- Assigns codes to data.
- Disburses funds using manual/local warrants or petty cash and makes change according to specific instructions.
- Endorses warrants or money orders, prepares account deposit ticket, and deposits money as directed.
- Documentation and/or removes records and reports.
- Operates standard office equipment.
- Performs related work as assigned.

VXI holdings bpo, Edsa Quezon
Customer Service Representative

2015

- Guthy renker product seller
- customer inquiries inbound calls
- 1 month job only because of 1 week interval after giving birth

Your Great VA
 Mary Claire