# Vitalii M
# Junior Virtual assistant

## SUMMARY

-1,5 + years of Experience as a virtual assistant skilled in data entry, web research, lead generation, and eCommerce services on platforms like Amazon, Etsy, eBay, Shopify, WordPress, and more.
- Proficient in creating online stores, setting up themes, plugins, and managing large product databases.
- Also, has adept at sales management, content management, CRM system configuration, client base creation, and order processing. Additionally, a freelance copywriter with expertise in competitor analysis, keyword selection, and writing unique, SEO-friendly content in multiple languages.
- Upper-intermediate English.
- Available ASAP

## TECHNICAL SKILLS

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|---|---|
| **Main Technical Skills** | Shopify (1 yr.), WordPress (1 yr.) |
| **Cloud Platforms, Services & Computing** | AWS |
| **Platforms** | OpenCart, Shopify (1 yr.), WordPress (1 yr.) |
| **Other Technical Skills** | Data Entry (1 yr.), eBay, Etsy |

## EXPERIENCE

### Virtual Assistant

02.2022 - 06.2023
Virtual Assistant, professional in Data Entry / Web Research or Lead Generation.
I also provide eCommerce services on such platforms as:
Amazon, Etsy, eBay, Shopify, WordPress, OpenCart and etc.
Creating online stores or setting up a theme, plugins, filter, menu, and other elements.
Working with big product databases of more than 10,000 items. Updating prices or uploading products to the website via a CSV file.

**Sales Manager/Content Manager/Account Manager**

12.2017 - 09.2022
Nørholm Vine, Denmark (Wine webstore)
Establishment of the Danish Wine Sales Company from the beginning
Creation and configuration of the Bitrix24 CRM system
Creation of a client base
Partial administration and filling of online store
Creation and updating of the commodity database
Sales department management
Analysis of competitors and suppliers
Order processing and control of their shipments

**Freelance copywriter/rewriter/SEO assistant**

08.2015 - 03.2017
Web studio KAKAO-ART, Kharkiv, Ukraine (Website development and promotion)
Competitor analysis
Selection of keywords, writing unique texts in Ukrainian, Russian, and English, semantic analysis of
texts, a compilation of meta tags Filling out the product card