

# 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

<b>Main Technical Skills</b>	Shopify (1 yr.), WordPress (1 yr.)
<b>Cloud Platforms, Services &amp; Computing</b>	AWS
<b>Platforms</b>	OpenCart, Shopify (1 yr.), WordPress (1 yr.)
<b>Other Technical Skills</b>	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

