



CRISTINA GERVACIO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Leadership Role
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

TOOLS

- Hubspot
- Google Suites
- Microsoft Office
- Microsoft Excel
- Canva

PERSONAL PROFILE

An **Virtual Assistant** with 2 years experience in various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

WORK EXPERIENCE

TEAM LEADER (VIRTUAL ASSISTANT)

Seller Candy- June 19, 2023- July 15, 2024

- Amazon expert (Flat-file, listing creation, appeal violation, reimbursement)
- Improve operations efficiency and customer satisfaction.

HEALTHCARE VIRTUAL ASSISTANT

HelloRache- Healthcare Virtual Assistant- March 30, 2023- December 22, 2023

- Live Scribing
- Executive Assistant- Manage the schedule of the doctor
- Insurance verification, claim filing

Product Research Specialist February 2022- October 2022

- Manage Amazon Seller's account (inventory and listing management, order processing, repricing, sales monitoring).
- Search profitable products from suppliers to sell in Amazon.

EDUCATION HISTORY

University of Perpetual Help

- Bachelor of Tourism and Management, 2006