



# HARRY SUMALACAY

VIRTUAL TEAMMATE



## SKILLS SUMMARY

- Administrative Task
- Appointment Setting
- Data Entry
- Internet Research
- Customer Service
- Email Management
- Canva Design

## TOOLS

- Trello
- Click-up
- Microsoft Office
- Google Workspace
- Infusion Soft

## PERSONAL PROFILE

As an experienced **Executive Virtual Assistant**, I provide tailored administrative support to busy executives and entrepreneurs. With extensive experience in e-commerce, I excel in managing calendars, coordinating meetings, and streamlining operations. My goal is to maximize productivity by handling the details, allowing clients to focus on core business objectives, all with professionalism and attention to detail.

## WORK EXPERIENCE

### CLIENT SERVICES OFFICER

[eGrowth Partners | 2024 - Present](#)

- Responsible for onboarding new clients, retainer and transactional.
- Project Manager-Onsite Support and Marketing Promotions.

### OPERATIONS MANAGER

[eGrowth Partners | July 2021– June 2024](#)

- Weekly and monthly Business Performance Review.
- Create and Modify existing Company Policies.
- Provide support to Leaders within the Cluster.

### AMAZON EXECUTIVE VIRTUAL ASSISTANT

[eGrowth Partners | 2019 – 2020](#)

- Provide Assistance to Amazon Sellers using Amazon Seller Central.
- Provide and submit appeals to Amazon when it comes to Account Suspensions/Deactivation.
- A+ Content and Store Front Creation
- Customer Service

## EDUCATION HISTORY

[Central Philippine University](#)

- Bachelor of Science in Management Accounting



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## SKILLS SUMMARY

- Project Management
- Blog Posts
- Amazon Tasks
- SMM
- Office Software
- Apps

## TOOLS

- Slack
- Ring Central
- Flodesk
- Outbox
- Sharepoint

## TRAININGS

- MVA Training Surge Marketplace

## CERTIFICATES

