



KIMVERLY CANDELARIA

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Calendar & Meeting Scheduling
- E-mail handling and Email Inbox optimization
- Data Entry
- Internet Research
- Social Media Manager
- Research, Data Collection and Data Scraper
- Graphic Design

TOOLS

- Asana
- Slack
- Microsoft Office
- Microsoft Excel
- Meta Business Suite
- Trello
- Canva
- Google Workspace
- SAS
- BUYBOT PRO
- Keepa

PERSONAL PROFILE

To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

WORK EXPERIENCE

PHARMACY MEDICATION STOCK INQUIRIES | VA UPWORK PART-TIME | 2024

- Contact patients and pharmacies and inquire about the availability of specific medications.
- Check their insurance and pharma coverage

CALL CENTER REPRESENTATIVE | CAPITAL ONE IQOR Company | 2022 - 2024

- In charge of answering customer
- Listening to their concerns
- Solving problems.

AMAZON PRODUCT RESEARCHER | VA UK MARKET PLACE | 2021-2022

- An Amazon Product Researcher is a professional who specializes in the critical task of identifying, evaluating, and selecting products for sale in the Amazon marketplace.
- This role is central to the success of Amazon sellers, as it involves comprehensive market analysis, competitive research, and trend identification

EDUCATION HISTORY

CAVITE STATE UNIVERSITY

- Bachelor of Science in Business Management
Major in Human Resource Development
- Under-Graduate 2011-2013