



KENCHIN P. DELA CRUZ

V I R T U A L A S S I S T A N T

TOOLS

- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Google Sheets
- Google Docs
- Canva
- Keepa
- Helium 10
- AMZScout FBA Calculator
- Jungle Scout
- Google Drive

ABOUT ME

I am an detail-oriented Virtual Assistant with completed training in The VA Camp courses, where I can apply my knowledge and skills for continuous improvement.

EXPERIENCE

Social Media Manager

PMCC 4th watch - Angadanan | february 18, 2024

- Managed social media accounts and created social media for daily postings
- Increased social media following

SERVICES I OFFER

- Google Drive Management
- Gmail Management
- Google Calendar Management
- Google Sheets Data Entry Management
- Amazon FBA Product Sourcing/Research
- General Virtual Assistance
- Social Media Management
- Facebook Ads
- Graphic Design
- Basic WordPress
- Copywriting
- Email Marketing

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