ANGELIE MAE SADIO

VIRTUAL ASSISTANT/ ECOMMERCE

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SUMMARY

Resourceful and Skilled Virtual Assistant with proven experience in e-commerce operations, AMAZON/SHOPIFY store management, product research, listing, and lead generation. Adaptable and client-focused, with a strong background in administrative support, data entry, content creation, and analytics tracking. Brings 8 years of HEALTHCARE experience as a Caregiver, demonstrating patience, attention to detail, and a people-first approach. Dedicated to helping businesses grow by delivering precise, results-driven, and reliable support.

TECHNICAL SKILLS

- Google Workspace (Docs, Sheets, Drive, Calendar)
- Data entry and internet research
- CRM management (Airtable, Salesforce)
- Lead Management(Salesforce)
- Lead Generation & Prospecting (Sales Navigator)
- Customer Support(Chat & Email Responses)
- Project management tools (Trello, Asana, ClickUp, Notion)
- Basic SEO and keyword research
- Social media scheduling tools (Buffer, Later, Meta Business Suite)
- Product research tools (Keepa, SellerAmp, Helium 10, Jungle Scout)
- Product listing creation and optimization (titles, keywords, descriptions)

EXPERIENCE

Seo research & lead generation
- Research and Identify information from X company that has WEBSITE.
- Input leads on Google Spreadsheet.
- Maintain accurate information.

Shopify va

- Create and upload product listings, including images, descriptions, and specifications.
- Provide daily admin support including email management,& data entry
- Assign products to appropriate categories and collections for better navigation.
- Set up product variants (e.g., size, color, style) with accurate details.
- Create and schedule social media or email marketing campaigns.

WHOLESALE VA

- Conduct product research and generate leads for profitable items to sell on Amazon by analyzing market trends, consumer demand, and competitor data
- Source and maintain accurate product information, including pricing and listing details, within Amazon's system
- Assist with order processing and fulfillment tracking.

AMAZON PR

- Perform product and lead research to identify high-demand, high-converting items, using market data and customer feedback to inform listing strategies.
- Source and maintain accurate product information.

Caregiver
2016-2022-2024

- Assisted patients with mobility support, including walking, transferring, and safe positioning.
- Provided personal care such as bathing, grooming, dressing, and toileting.
- Supported feeding and monitored dietary needs to ensure proper nutrition.
- Helped patients with prescribed physical therapy exercises and mobility aids.
- Monitored and recorded vital signs, promptly reporting changes in condition.
- Maintained a clean, safe, and organized patient environment.
- Ensured proper use and maintenance of medical equipment and assistive devices.
- Transported patients safely within facilities and to scheduled appointments.
- Delivered compassionate emotional support and companionship to enhance patient well-being.

EDUCATION

CAREGIVING NC2 2016

Divine word college of laoag
Bachelor in Nursing-2010

Mariano Marcos State University
Bachelor in Biology-2008

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