



RUTH BERMEJO

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E-COMMERCE DATA COLLECTION SPECIALIST

ABOUT ME

I am E-commerce Data Collection Specialist, motivated to constantly and develop my skills professionally and provide services to meet the client's business requirements.

EXPERIENCE

Work History

- Searching and inputting Company information into an Excel Spreadsheet.
- Transferring PDF file to CRM.
- Finding profitable product from a dropshipping store and list them on eBay.
- Find potential clients on Instagram, and provide likes and comments.
- Finding and inputting Company information in the Excel Spreadsheet.
- Sending emails using the provided script.

SKILLS

- Writing. Content Marketing
- Testing and data collection
- Email Marketing
- Data Analysis
- Data entry
- Marketing and sales
- Transcription
- Internet research
- Excellent attention to detail.
- Professional and Mature
- Ability to perform the repetitive task with a high degree of accuracy
- Comfortable working independently with minimal supervision

SOFTWARE

- Microsoft Word
- Microsoft excel
- Google Calendar
- ZikAnalytic
- Google sheet
- Canva

EDUCATION

- 2004-2005 - Bachelor of Elementary Education
- 2007-2008 - Dairy Production and Management
- Training - Filipino Virtual Assistant Academy