



CATRINA

 [VIDEO INTERVIEW](#)

WORK EXPERIENCE

VIRTUAL ASSISTANT

Creative Clicks Marketing | 2021 - 2023 (2 Years)

- Handled product listing and maintenance on AliExpress/Shopify, managed social media posts and ad graphics, engaged with clients, and performed data entry and research for childcare content.

SKILLS/AREAS OF EXPERTISE

- Graphic Designing
- Product Listing
- Social Media Planning
- Social Media Management
- Customer Service
- Content Creation
- Real Estate Management
- Facebook Ads
- Video Editing

TECHNOLOGY

- G Suite
- Microsoft 365
- Canva
- CapCut
- Shopify
- Meta Business Suite

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