



CHRISTINE

 [VIDEO INTERVIEW](#)

EXPERTISE SKILLS

- E-commerce Product Listing & Management
- Shopify Product Listing & Publishing
- Product Catalog Management
- Product Data Entry & Maintenance
- Product Title & Description Management
- Pricing & Product Variant Management
- SKU, Barcode, Tag & Collection Setup
- Inventory Updates & Accuracy Checks
- Product Image Management
- Basic Image Editing & Resizing
- Competitor & Product Research
- SOP & Workflow Execution

TOOLS

- Shopify
- Canva

Detail-oriented eCommerce Specialist with hands-on experience managing Shopify product listings, catalog maintenance, product data, inventory updates, and eCommerce operations for an international client. Proven ability to create and optimize product listings, manage titles, descriptions, pricing and variants, organize product images, maintain SKUs and collections, and ensure accurate store data while consistently following established workflows and SOPs. Brings strong expertise in Shopify, catalog management, product data management, inventory tracking, competitor research, data entry, and basic Canva editing, helping organizations maintain accurate, professional, and well-organized online stores that support efficient eCommerce operations.

WORK EXPERIENCE

E-COMMERCE VIRTUAL ASSISTANT

Remote – Latvia Client | October 2025 – Present

- Managed end-to-end Shopify product listings and catalog maintenance, including creating and publishing products, updating titles, descriptions, pricing, variants, and attributes, organizing product images, performing basic image editing in Canva, setting up SKUs, barcodes, tags, collections, and categories, updating inventory information, maintaining accurate product data, and consistently following established workflows and SOPs.

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