

# Oliver

Extremely motivated to constantly develop my skills and grow professionally. Delivering and exceeding expectations on a daily basis. Skilled in variety of online suites & platform such as Zendesk, Gorgias, HubSpot, Slack, Shopify, Google Suite, MS Office, Hubstaff, and more.



## Work Experience

2018

Virtual Assistant  
Transperience, LLC

- Restructured SOPs, macros to improve effectiveness and efficiency to customer service
- Content moderation through WordPress

2020

Sales Associate,  
G&M Salon Apparel

- Worked as an all around VA helping out in Sales, Customer Service and Business Development
- Reaching out to 100 customers on a daily basis

2023

Success Manager,  
Balanced Tiger, LLC

- Providing customer support & answering order inquiries, refunds, etc
- FBA and Walmart inventory management & replenishment.

## NinjaVA Assessment Results

98%

COMMUNICATION

83%

ATTENTION TO DETAIL

95%

ENGLISH

92%

OVERALL GRADE

## Logistics



WAGE ASK  
\$4-6/hr



WORK HOURS  
30-40/week

### DISC ASSESSMENT

C/S

CS styles tend to be cautious, orderly, and precise, influencing others through their practicality and attention to detail. Leadership qualities: CS-style leaders can be modest and fair-minded, providing reliable outcomes through steadiness and consistency.

## Long Answers

What can you bring to this role that you are confident other applicants cannot?

I consider my work as my expertise, not just something that I am good at. I bring a sense of accountability and ownership to everything that I do.

What do you think will be the greatest challenge for you in this job, and why?

Every day is a different challenge altogether, especially in this line of work. But, one thing that you can count on from me is that I never back down from any challenges.

When you have more on your to-do list than you can reasonably get to, how do you decide what to focus on?

I prioritize which tasks are urgent and have nearer deadlines and do them first. Tasks that are not as urgent can be accomplished after the former.

Want Oliver on YOUR team?



**NinjaVA**  
RECRUITING SERVICES