

# LEONELLE BAÑES

📍 12 Rincon Compound Rincon, Valenzuela City

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## CAREER OVERVIEW

I have a work experience as a Virtual Assistant to an E-Commerce Company for 2 years. I manage the back-end of the company's Seller Center such as Walmart and Amazon. And as a Human Resource Assistant to an Educational Company for 6 months, my tasks were interview scheduling and the onboarding process of the new hires.

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## EDUCATION

Bachelor of Science in Psychology  
Our Lady of Fatima University

## SKILLS

- Management of the Seller Center such as Walmart and Amazon
- Product Listing
- Interviewing
- Appointment and Scheduling
- Onboarding

## REFERENCE

France Ballaran  
Marketplace Manager  
francedb7@gmail.com

## EXPERIENCE

### Virtual Assistant

Wild Bobby | September 2020 - June 2022

- Product Listing
- Runs advertisement
- Management of the Marketplace especially in Walmart
- Management of Inventory
- Management of Back-end and Front-end of Seller Center

### Human Resource Assistant

Pearson | August 2022 - February 2023

- Interview Scheduling
  - Onboarding Process
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