



JANICA DELA REA

Virtual Assistant

About Me

I'm a 2-year Virtual Assistant with experience on Amazon. A virtual assistant who pays close attention to detail and has a passion for efficiency, precision, and professionalism. A tech-savvy problem solver on whom you can rely enthusiastic individual with superior skills in both team based and independent capacities.

Expertise Skill

- Analytics
- Data Entry
- Email Management
- Microsoft Apps
- Google Sheet

Contact Me

✉ delareanica@gmail.com

☎ 09450725672

📍 Taguig, PH

Education

● BS Hotel and Restaurant Management

The National Teachers College | May
2009-April 2014

Work Experience

● WHOLESALE PRODUCT RESEARCHER

Jimstore LLC (Sept-Oct 2022)

Duties including Distributor Sourcing, Opening Account, Email Handling and Product Sourcing.

● PRODUCT RESEARCHER

Eclipse Co. (Sept-Oct 2022)

Product Sourcing based on supplier price list.

● WHOLESALE PRODUCT RESEARCHER

Karlo Alamares (Feb 2020-July 2022)

Duties including Distributor Sourcing, Opening Account, Email Handling and Product Sourcing.