



MARISOL VEGA

Virtual Assistant

Detail-focused virtual assistant with 2 years of remote administrative experience supporting solopreneurs and a small e-commerce brand. Strong with calendars, email, and data entry in Google Workspace and Shopify. Looking to grow into a longer-term role supporting a founder or small team.

CONTACT INFORMATION

-  (208) 555-0198
-  marisol.vega@example.com
-  Boise, ID 12345

KEY SKILLS

- Google Workspace (Docs, Sheets, Calendar, Gmail)
- Microsoft Office
- Shopify order and inventory management
- Customer support (Gorgias, Zendesk basics)
- Social scheduling (Later, Buffer)
- Canva graphics
- Data entry and spreadsheet cleanup
- Calendly scheduling
- Written client communication

PROFESSIONAL EXPERIENCE

- 2023 - Present
- Virtual Assistant, Thistle & Thread Co. (Shopify boutique), Remote (Boise, ID)**
- Answer roughly 60 customer emails per day through Gorgias, covering order status, returns, and sizing questions
 - Update product listings and inventory counts in Shopify, keeping stock levels accurate ahead of weekly restocks
 - Schedule Instagram and Pinterest posts in Later, holding a 5-post-per-week cadence for the founder
 - Pull a Friday sales and refunds recap from Shopify into a Google Sheet the founder reviews Monday morning

- 2022 - 2023
- Freelance Virtual Assistant, Self-Employed, Remote (Boise, ID)**
- Supported 3 recurring clients (a life coach, a bookkeeper, and a wedding planner) with calendar, email, and light data entry
 - Built a client onboarding template in Google Docs that cut intake time from about 90 minutes to 35
 - Handled travel research and booking for the wedding planner across 4 to 6 events per quarter

EDUCATION

- A.A. Business Administration, College of Western Idaho, 2022**
- Google Workspace Essentials, Google Skillshop, 2023**