



## CONTACT

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## EDUCATION

### **BS BUSINESS ADMINISTRATION MAJOR IN BUSINESS MANAGEMENT**

Ateneo de Naga University  
Naga City, Camarines Sur,  
Philippines

## BACKGROUND AND SKILLS

Administrative Assistance  
Project Management & Training  
Social Media Management/Moderation  
Drop shipping, Print-on-Demand  
Product Research and Listing  
Facebook Business Manager  
Shopify, Oberlo, Amazon, Etsy,  
Hootsuite, Around.io, Canva,  
Photoshop, Filmora,  
Google Drive,  
Slack, Asana

## SOCIAL

f <https://www.facebook.com/FreelanceServicesbyLeaBrendia/>

📷 <https://www.instagram.com/freelanceservicesbyleabrendia/>

in <https://www.linkedin.com/in/freelanceservicesbyleabrendia/>

# LEA BRENDIA

General VA / E-commerce Virtual Assistant

## ABOUT

Lea is a well trained executive virtual assistant, has practical knowledge with administrative tasks in the e-commerce business, Dropshipping, Print on demand, Social media management and digital marketing, web research, data entry, product SEO, highly skilled in product research and listing, FB advertising, project management and training, graphic arts and design, basic video editing

## CORE COMPETENCIES

Administrative Assistance	Digital Marketing/FB Advertising
Project Management and Training	Graphic Content Creation
Social Media Management	Basic SEO
Market and Niche Research	Traditional Art/Painting & Design
Product Research and Listing	Basic Video Editing

## EXPERIENCE

**BUSINESS/PROJECT MANAGER - Sassy Becca (Freelance)**  
Fashion and General Store for Women  
Shopify, Dropshipping and Print on Demand

**FACEBOOK ADS AND SOCIAL MEDIA MANAGER**  
Party Faces Face Painting and Events

**FACEBOOK ADS MANAGER - Lead Gen Campaign (Freelance)**  
Work-Overseas Recruitment FB Page

**PRINT-ON-DEMAND - ETSY VA (Freelance)**  
Store Manager, Researcher, Design Creation and listing  
Wawoo Designs Shop

**E-COMMERCE- AMAZON VA**  
Amazon Seller Central  
Buzzer Store UK/Buzzau Amazon AU (Freelance)  
Droneworld Amazon AU (Freelance)

**E-COMMERCE- Ebay VA**  
Product Research, Listing and Optimization  
TwinsE Trading (Full time)

**E-COMMERCE- Ebay VA/ Social Media Mgr (Freelance)**  
Product Research, E-bay Listing, Social Media Mgt,  
Content Creation, and Scheduling  
Lighthouse Marketing