

Yael Delcano

Contact Me

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947-523-1380

ADMIN SUPPORT FOR WHITMAN TRANSITION ADVISORS

Experienced professional in executive calendar management, meeting coordination, communication, and administrative tasks. Skilled in leading teams, bookkeeping, data extraction, and report generation.



BIO

Yael is a versatile professional with a strong computer science background and diverse industry experiences.

She has excelled as both a Senior Agent and Team Leader in E-Commerce Customer Support, effectively managing a team of 50 individuals in the dynamic setting of Shopify.

Her experiences also include various office-based roles such as Billing and Sales Chat Representative, Sales and Services Representative, and Online Retail and Service Representative. These positions have honed Yael's proficiency in technical support and financial record-keeping tasks.

In addition, Yael brings expertise in both administration and creativity, serving as an Executive Assistant in Real Estate Marketing & Advertising. This blend of organizational prowess and creative flair has significantly contributed to the success of marketing campaigns.

REACH OUT IF YOU NEED HELP WITH:

- EXECUTIVE ASSISTANCE
- APPOINTMENT SETTING
- DATA EXTRACTION
- REPORT GENERATION
- LEAD GENERATION AND SOCIAL MEDIA OUTREACH
- CUSTOMER SERVICE

