

# JACEK WĄCIOR

## Professional Virtual Assistant

📞 Mobile: +48 722 791 781  
🌐 Homepage: <https://wacior.pl>  
📍 Lublin, Poland

✉ E-mail: [jacek@wacior.pl](mailto:jacek@wacior.pl)  
📱 WhatsApp: +48 722 791 781  
🌟 Telegram: @jackvonthor



## EXPERIENCE

### Data Entry Specialist

#### Massachusetts Institute of Technology

- 📅 05/2022 - 06/2024 📍 Cambridge, MA 02139, USA
- Manual transcription of a book f.e. "Moller et al. 1995 - Nuclear Ground-State Masses and Deformations", which consisted of 300 pages of data. Everything has been manually retyped to Excel

### Professional Top Rated 5.0 Freelancer

#### Fiverr

- 📅 01/2018 - Present 📍 <https://www.fiverr.com/jackvonthor/>
- Provided virtual assistant and customer support for over 1800 clients from all over the world.
  - I hold the highest PRO rank as a Top Seller, having successfully completed over 1,800 orders with a perfect 5.0 rating.

### Customer Service Specialist

#### UKEN.TV Electronic Repair Company

- 📅 07/2018 - Present 📍 Lublin, Poland, <http://uken.tv>
- I am responsible for managing customer support, including online chat, responding to emails and messenger messages, and data entry for customer and spare parts information. Additionally, I serve as the administrator of the UNIX server hosted by our company.

### Content Writer and Proofreader

#### SonnyDickson Co.

- 📅 07/2021 - Present 📍 <https://sonnydickson.com/author/jack-vonthor/>
- Content writer, translator and proofreader

## EDUCATION

### Master's in Department of English Philology, English Language and Literature

#### Katolicki Uniwersytet Lubelski Jana Pawła II

📅 07/2016

### Postgraduate in Computer Science

#### Katolicki Uniwersytet Lubelski Jana Pawła II

📅 2020 - 2021

## FIND ME ONLINE

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[/jacekwacior](#)

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[@jacekwacior](#)

in LinkedIn  
[/jacekwacior](#)

📺 YouTube  
[@jackvonthor](#)

## SUMMARY

I am an exceptional Virtual Assistant, Data Entry Specialist, and Translator with a stellar track record. With over 1800 reviews on Fiverr and Upwork, all rated 5.0, I have consistently delivered outstanding results in these areas, earning a reputation for excellence and reliability. I consistently exceed expectations and surpass client requirements. My expertise, professionalism, and commitment to excellence set me apart, making me the top choice for any project or organization seeking unparalleled quality and results.

## SKILLS

Customer Support

Data Entry

Data Science

Data Visualization

Virtual Assistant

Web Analytics

## STRENGTHS



### Exceptional Communication Skills

My ability to convey complex information and handle customer inquiries with empathy is a cornerstone of my professional approach.



### Strong Organizational Abilities

My organizational skills are top-notch, allowing me to efficiently manage a variety of tasks.



### Quick Learner

My ability to rapidly acquire new skills and knowledge enables me to adapt to changing environments and technologies quickly.



### Problem-Solving and Analytical Skills

I am skilled at creative problem-solving and analytical thinking. This enables me to quickly diagnose issues, develop effective solutions, and implement them efficiently, ensuring customer satisfaction and system reliability.