

Cameron Lares

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Remote administrative and customer support professional in Las Vegas (Pacific Time). Inbox triage, refunds, catalog and checkout follow-through on WordPress/WooCommerce, plus HubSpot email operations for B2B buyers. Clear written replies, spreadsheet tracking, and comfort with high-volume async work. WGU B.S. Accounting in progress; QuickBooks Online ProAdvisor.

EXPERIENCE

Webmaster / Site Operations (Contract) — Stewart Leadership

Remote · Aug 2023 – Sep 2024

- Triaged the client support inbox; answered order and access questions in plain language
- Processed refunds and digital product delivery so buyers could download after purchase
- Kept the WooCommerce catalog current; flagged checkout and payment issues for fix
- Logged recurring problems and coordinated with developers in Jira

Email Marketing Operations (Contract) — Seal Shield

Remote · Sep 2022 – May 2023

- Built HubSpot segments, onboarding sequences, and promotional sends for B2B buyers
- Tracked opens and clicks in HubSpot; answered routine campaign-related customer email

Founder / Operator — Lare Labs

Remote · 2025 – Present

- Own client email and follow-up for web/ops work; track tasks in Airtable and Zoho Mail
- Keep personal books in QuickBooks Online (income, expenses, 1099s) while finishing WGU Accounting

Full-Stack React Developer (Contract) — Rolling Robots

Remote · 2020 – 2022

- Supported a live React ecommerce storefront — bug fixes, updates, and checkout-related issues

EDUCATION & CERTIFICATIONS

Western Governors University — B.S. Accounting (in progress)

2023 – Present

QuickBooks Online ProAdvisor — Intuit

Jul 2026 – Jul 2027

SKILLS

- **Support & admin:** Email inbox triage, refunds, order follow-up, written customer help, ticketing
- **Ecommerce ops:** WordPress, WooCommerce, catalog updates, checkout / payment troubleshooting
- **Tools:** HubSpot, QuickBooks Online, Excel / Google Sheets, Airtable, Zoho Mail, Jira, Slack