

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

To secure an entry-level virtual assistant position where I can apply my exceptional organizational and communication skills to provide efficient administrative support, contribute to team productivity, and enhance overall operational effectiveness.

Experience

Administrative Assistant - Company / Location

MONTH YEAR - Present

- Managed the schedule for the company executive.
- Responded to emails for the company executive, forwarding emails to the executive only as necessary.
- Worked with other employees at the company to coordinate schedules, emails, and projects.
- Attended regular meetings with the company executive to ensure they received all essential communications.
- Partnered with other administrative assistants to cover for each other when one was out of the office.

Personal Assistant - Company / Location

MONTH YEAR – MONTH YEAR

- Worked directly with the client, communicating with them regularly about their needs.
- Helped with calendar organization, email responses, and other tasks as requested.
- Showed up to work on time and was willing to work earlier or later as needed to complete certain projects.
- Maintained a list of contacts, including personal and work contacts, that the client may need to communicate with each week.
- Provided a list of completed tasks at the end of each day and a list of tasks to complete the next day.

Project Experience

- I developed a schedule for myself and my coworkers to ensure we all met company and team goals.
- I coordinated virtual meetings with assistants working remotely across multiple time zones.
- I worked with my client to help streamline their work schedule and minimize appointment cancellations.

Education

Bachelor of Arts in Communication - Michigan State University

MONTH 2018

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Organization
- Time management
- Project management
- Technology
- Ability to work under pressure

Licenses & Accreditations

Licenses & Accreditations

- Google Career Certificate: Project Management