

# NAME

TITLE

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

## Profile

Experienced virtual assistant seeking a challenging position to provide comprehensive administrative support, optimize productivity, and facilitate seamless operations. Proven track record in managing calendars, coordinating travel, and handling confidential information. Strong problem-solving abilities, attention to detail, and adaptability.

## Experience

### Freelance Virtual Assistant - Company / Location

MONTH YEAR - Present

- Managed a roster of clients who needed virtual assistant services, coordinating projects for each client.
- Maintained a consistent work schedule to ensure the completion of projects for all clients.
- Communicated with clients when an issue or emergency arose and needed more time to finish a task.
- Hired subcontractors to complete virtual assistant work when on vacation, sick leave, or similar.
- Negotiated pay rates and collected payments via invoicing regularly, following up with late payments as needed.

### Virtual Assistant, Intern - Company / Location

MONTH YEAR – MONTH YEAR

- Attended regular virtual assistant meetings with the administrative team via video conferencing software.
- Worked with a staff virtual assistant to complete projects and learn new skills related to the position.
- Maintained a consistent schedule to help finish virtual assistant tasks and projects before the deadline.
- Learned to use the software the company uses to communicate, schedule tasks, and submit work.
- Communicated with virtual assistant staff, clients, and school faculty to earn credits for the internship.

### Project Experience

- I created my own virtual assistant business and marketed the business to build a full roster of clients.
- I set up a project management system for my virtual assistant business to coordinate projects and communicate with clients.
- I hired subcontractors for short-term work to help me manage a full load of client work.

## Education

### Master of Business Administration - The University of Colorado

MONTH 2022

- GPA: LIST
- AWARD
- AWARD

### Bachelor of Science in Business - Michigan State University

MONTH 2018

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Time management
- Leadership
- Negotiation
- Remote work
- Teamwork

## Licenses & Accreditations

### Licenses & Accreditations

- Virtual Assistant Certificate completed 2020