

# NAME

TITLE

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

## Profile

To secure freelance virtual assistant opportunities where I can leverage my exceptional organizational and multitasking skills to provide efficient administrative support and deliver outstanding results to clients. With a strong ability to work independently and remotely, I aim to assist businesses and professionals in streamlining operations, managing projects, and enhancing productivity.

## Experience

### Freelance Virtual Assistant - Company / Location

MONTH YEAR - Present

- Networked with potential clients in the industry and build relationships with leads before pitching services to them.
- Coordinated projects and task lists with clients to ensure everything got done on time.
- Worked with subcontractors to complete extra tasks during peak seasons or when out of the office.
- Used a project management tool to track project statuses and communicate with clients as needed.
- Responded to emails throughout the day, both emails from clients and to others in place of clients.

### Part-Time Virtual Assistant - Company / Location

MONTH YEAR – MONTH YEAR

- Attended weekly meetings with the assigned boss to learn of new projects and tasks to complete in the upcoming week.
- Updated work schedule availability monthly to ensure the team is fully-staffed, especially during peak periods.
- Took video calls and phone calls with and for the client, taking notes as needed to refer back to.
- Monitored project statuses in project management software, updating the status as necessary.
- Worked with other members of the team to complete projects when there were issues or questions.

### Project Experience

- I set up my own tech stack to complete projects, communicate with clients, and find new leads.
- I coordinated the schedule for myself and other virtual assistants I hired to ensure we completed work for our clients.
- I created an efficient billing system to help clients make payments and to eliminate late payments.

## Education

### Bachelor of Arts in Communication with a minor in business - SCHOOL

MONTH 2020

- GPA: LIST
- AWARD
- AWARD

### DEPARTMENT - SCHOOL

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Negotiation
- Time management
- Project management
- Leadership
- Technology

## Licenses & Accreditations

### Licenses & Accreditations

- State business license