# PERSONAL PROFILE



**YOUR**

A Virtual Assistant with 5 years experience in various tasks. A tech savvy and problem solver that you can rely on. Enthusiastic individual with superior skills in both team based and independent capacities.

# WORK EXPERIENCE

Freelance Virtual Assistant

Ingoude Company| 2018 - Present Maintained positive work ethic and

commitment to providing excellent service. Improve operations efficiency and customer satisfaction.

Managing heavy load administrative tasks with accuracy.

Setting Appointments

NAME

**VIRTUAL ASSISTANT**

**C O N T A C T M E A T**

## Office Address: 1234

 Anywhere St., Any City, ST 123456

## [hello@myreallygreatsite.com](mailto:hello@myreallygreatsite.com) [www.myreallygreatsite.com](http://www.myreallygreatsite.com/) @myreallygreatsite

Project Manager

Thynk Unlimited | 2015 – 2018 Team Management Prepared detailed reports

Organizes and plans essential central services

# EDUCATION HISTORY

Warner & Spencer University

Bachelor of Really Great Management, 2014 President, Business Administration Organization

Vice President, Really Great Marketing Club Member, Honorable Society

Member, Student Helpdesk Fauget Academy

Graduated Class of 2010. Honor Roll President and Founder

Student Council President Team Vice President Member of the Project Team

Member of the Marketing Team