# Robert Smith

## *Associate Virtual Assistant*


***CONTACT DETAILS***

1737 Marshville Road, Alabama
(123)-456-7899
info@qwikresume.com
**www.qwikresume.com**


## PERSONAL STATEMENT

Adaptable to new concepts and responsibilities. Proficient in handling diverse tasks simultaneously. More than 7 years of accounting, bookkeeping, and managerial experience.

## WORK EXPERIENCE

### *Associate Virtual Assistant*

**VA Desks - January 2016 – May 2019**

*Responsibilities:*

- Prepared monthly reports for upper management including P&L and sales trends.
- Coordinated domestic and international travel arrangements, including booking airfare, hotel, and transportation.
- Reduced overhead by taking on more responsibility for creative and administrative projects.
- Supported clients through personal document management, calendar organization and collateral preparation for meetings.
- Reviewed and updated client correspondence files and scheduling database.
- Added new material to file records and created new records.
- Researching new strategies and taking courses on Social Media Management to better suit each clients needs.

### *Virtual Assistant*

**Foto Fun - 2012 – 2016**

*Responsibilities:*

- I take all appointments for the business as well as order photography supplies.
- Help with editing on photography projects.
- Also, help with payroll and meeting management.
- I have a great clientele base thru this company.
- Have learned how to use Photoshop programming while I have been at this job.
- Am able to hold a conversation, talk to a client on social media and work on a project in Photoshop at the same time and get everything done.
- Skills Used Spreadsheets, Social Media, Computers, Smart Phones, Word programs, Photoshop programs, Accounting programs, Customer Service skills.

## Education

BA- (Arapahoe Community College)

***SKILLS***

Strong Typing Skills, Personal Computer Professional.

***LANGUAGES***

English (Native)
French (Professional)
Spanish (Professional)

***INTERESTS***

Climbing
Snowboarding
Cooking
Reading

***REFERENCES***

Reference – 1 (Company Name)
Reference – 2 (Company Name)


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