

PROFESSIONAL SUMMARY

Highly organized and detail-oriented Virtual Assistant with experience providing comprehensive administrative support in remote environments. Proficient in managing calendars, coordinating meetings, handling correspondence, and performing various administrative tasks to ensure smooth operations. Adept at using a variety of digital tools and platforms to enhance productivity and streamline processes.

EDUCATION

2018 - 2022

Bachelor of Business Administration

University of Maryland / College Park, MD

SKILLS

- Calendar and Schedule Expert
- Email and Communication Expert
- Document Preparation Expert
- Data Entry and Database Management Expert
- Project Coordination Expert
- Travel Arrangements Expert
- Software Proficiency (e.g., Microsoft Office Suite, Google Workspace, Asana, Trello, Slack) Expert

LANGUAGES

- German (Intermediate)

HOBBIES

- Website design
- Blogging

EXPERIENCE

2022 - Now

Virtual Assistant
Tech Solutions / Remote

- Manage executives' calendars, schedule meetings, and coordinate appointments to optimize time and resources.
- Handle email correspondence, prioritize messages, and respond on behalf of executives when appropriate.
- Prepare, edit, and format various documents, reports, and presentations ensuring accuracy and professionalism.
- Conduct research and compile data to support project planning and decision-making processes.

2021 - 2022

Administrative Intern
Global Enterprises / Baltimore, MD

- Provided administrative support to multiple departments, including handling phone calls, managing schedules, and organizing files.
- Assisted in the preparation of financial reports, budgets, and expense tracking.
- Coordinated events and meetings, including logistics, catering, and materials preparation.
- Maintained office supplies inventory and placed orders to ensure continuous availability.