

CIA RODRIGUEZ

VIRTUAL ASSISTANT



CONTACT ME AT

- Office Address: 123
Anywhere St., Any City,
State, Country 12345
- hello@reallygreatsite.com
- www.reallygreatsite.com
- @reallygreatsite

SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Internet Research
- Office Software
- Apps
- Graphic Design

PERSONAL PROFILE

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

Project Manager

Thynk Unlimited | 2015 - 2018

- Team Management
- Prepared detailed reports
- Organizes and plans essential central services

EDUCATION HISTORY

Warner & Spencer University

Bachelor of Business 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