




Jason Reed

A virtual executive assistant with seven years of experience providing remote administrative support to CEOs, entrepreneurs, and senior managers. Skilled in managing digital communication, coordinating virtual meetings, and handling administrative tasks across multiple time zones. Expertise in cloud-based project management tools and CRM systems.

CONTACT

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 LinkedIn | Portfolio

 Remote

EDUCATION

Bachelor of Science (B.S.), Business Administration
Arizona State University
May 2017

KEY SKILLS

- Virtual scheduling and calendar management
- Digital file organization
- CRM and project management software
- Travel planning and logistics
- Client and stakeholder communication

PROFESSIONAL EXPERIENCE

Virtual Executive Assistant | Zenith Consulting, Remote
August 2020 - Present

- Manage daily virtual administrative tasks for executives, including email correspondence, travel coordination, and calendar management
- Utilize cloud-based tools like Asana, Slack, and Google Workspace to enhance team collaboration across global time zones
- Created a streamlined digital filing system that improved document retrieval efficiency by 50%

Administrative Assistant | Horizon Digital, Remote
June 2017 - August 2020

- Provided virtual support to senior management, scheduling meetings, managing invoices, and tracking project deadlines
- Handled client inquiries and ensured professional correspondence between executives and key stakeholders
- Assisted in implementing a CRM system, improving customer follow-up efficiency by 35%