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Olivia Hernandez

Virtual Administrative Assistant

ABOUT ME

Tech-savvy virtual administrative assistant with three years of remote work experience. Proficient in managing schedules, handling communications, and performing data entry tasks. Adept at using collaborative tools like Slack, Zoom, and Asana to ensure smooth virtual office operations.

PROFESSIONAL EXPERIENCE

Virtual Administrative Assistant | ClearView Consulting, Remote

June 2020 – Present

- Manage daily schedules and calendars for a team of 10 consultants across multiple time zones
- Organized weekly virtual meetings, ensuring 100% attendance by distributing timely reminders and agendas
- Processed client invoices, reducing delays by 25% through streamlined workflows

Freelance Virtual Assistant | Self-Employed, Remote

January 2018 – May 2020

- Provided virtual support to small businesses, managing email correspondence and organizing digital files
- Created social media content calendars, increasing client engagement by 15%

CERTIFICATIONS

- Certified Virtual Assistant, VA Academy, April 2020

CONTACT

 (123) 456-7890

 email@example.com

 Remote

 LinkedIn | Portfolio

EDUCATION

- Bachelor of Arts (B.A.) in Business Administration
Southern New Hampshire University
Online | June 2017

KEY SKILLS

- Asana and Trello
- Data entry
- Scheduling
- Remote team collaboration