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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