

AP

Alice Patel

Virtual Assistant

Tech-savvy mom with remote-work experience providing calendar, email, and file-management support. Proficient in Asana, Slack, and Google Workspace.

PROFESSIONAL EXPERIENCE

STAY-AT-HOME VIRTUAL COORDINATOR | SELF-EMPLOYED
SEPTEMBER 2019 – PRESENT

- Managed virtual playgroup communications via email and Slack for 50+ parents
- Created shared calendars and task lists, improving event attendance by 40%

VIRTUAL ASSISTANT | WEBDESIGN PRO, REMOTE
MAY 2017 – AUGUST 2019

- Scheduled client calls across time zones, maintaining 100% on-time attendance
- Organized digital asset libraries and performed data entry with 99.8% accuracy

EDUCATION

Certificate in Virtual Office Skills
Online Institute | May 2017

CONTACT

 (123) 456-7890

 email@example.com

 LinkedIn | Portfolio

 City, ST 12345