



PRIYA RAMASWAMY

VIRTUAL ASSISTANT

Remote executive support pro with six years supporting founders and C-suite clients across SaaS, e-commerce, and boutique consulting. Comfortable running inbox triage, complex calendars across time zones, and light bookkeeping in QuickBooks Online. Known for clear written updates and closing loops without a nudge.

CONTACT INFORMATION



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KEY SKILLS

- Inbox and calendar management (Google Workspace, Outlook)
- Project tools: Asana, Trello, ClickUp, Notion
- CRM: HubSpot, Pipedrive
- Bookkeeping support: QuickBooks Online, Expensify, Bill.com
- Travel booking and expense reconciliation
- Slide and document formatting (Google Slides, PowerPoint, Canva)
- Loom walkthroughs and SOP writing
- Client communication and light proofreading
- Time-zone-aware scheduling (Calendly, SavvyCal)

PROFESSIONAL EXPERIENCE

Senior Virtual Assistant | Northlark Studio Group, Remote (Raleigh, NC) | 2022 – Present

- Support two co-founders and a fractional CFO, running inbox triage on roughly 380 messages per week and flagging anything that needs a same-day reply
- Own calendar for a five-person leadership team across three time zones spanning the US and Europe; cut scheduling threads from an average of 6 emails to 2 by moving intake to a Calendly + Notion form
- Book domestic and international travel, reconcile receipts in Expensify, and close monthly expense reports within 3 business days of month-end
- Draft first-pass client proposals in Google Docs and Loom walkthroughs for onboarding, freeing about 8 founder hours per week
- Manage a shared client CRM in HubSpot Free, keeping deal stages and follow-up tasks current for a pipeline of 40 to 60 open opportunities

Virtual Assistant | Belmar & Finch Consulting, Remote (Raleigh, NC) | 2019 – 2022

- Handled inbox, calendar, and travel for a solo management consultant billing 30 to 35 client hours per week
- Built and maintained an Asana board that tracked deliverables across 12 active client engagements
- Prepped weekly invoices in QuickBooks Online and followed up on aging AR, bringing average days-to-pay from 41 to 27
- Cleaned and formatted client-facing decks in Google Slides and PowerPoint, usually with a 24-hour turnaround

EDUCATION

B.A. Communication, University of North Carolina at Greensboro, 2019

Advanced Google Workspace Administration course, 2023