

Aneta Mitrulova

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Content Writer/Virtual Assistant/ LinkedIn OR/ Dance Studio Manager

Area of expertise

Active Content Writer with experience in online publications able to deliver within pre-set deadlines or publishing schedules. Able to perform high-quality written content, paraphrase, curate, and proofread texts on any subject. Critical thinker with strong interpersonal skills, handling administrative responsibilities with high success. LinkedIn Outreach Representative with experience in pitching tactics. High managerial knowledge and continuous accomplishment of the goals of the organization. Running the day to day operations and ensuring successful performance in the team. Engaging with clients and the community, negotiating contracts, and creating the scope of work for all the projects.

Experience

Supporting team members with tasks related to content marketing, operations, and sales. Creating written materials for websites and other media adhering to specific content requirements and predefined research.

- Able to create content with fluency, speed, and punctually correct
- Writing content that is optimized for LHF kws.
- Editing articles, making sure that all content is smooth, clear, and readable before uploading.
- Entering customer and account data from source documents within time limits
- Reviewing data for deficiencies or errors, correcting any incompatibilities, and checking the output

BB Director - Content Writer and Ops

December 2019 - current

- **Email management** - handling company inboxes, following up on important emails, making sure communication between clients and individuals in the company is seamless and staying on top of client requests. Scheduling email campaigns, tracking email

campaigns, and providing feedback on how to improve them, and implementing feedback.

- **Calendar management** - scheduling and following up on meetings, staying on top of weekly schedules, keeping and maintaining a clean calendar. Coordinating and managing several calendars, owned by team members.
- **Admin management** - helping the team stay organized, creating tasks, requests, and keeping track of pending activities through Asana. Working closely with clients and the owner to create and handle office/Gsuite documents and providing overall support to make sure the team stays on track with their initiatives. Assisting when creating SOP's, organizing and tracking them to be up to date and organized.

BB Director - LinkedIn Outreach Representative

August 2020 - current

- Interacting directly with customers providing them with information regarding products and services. High performance in various marketing campaigns, supporting marketing initiatives and day-to-day operations.
- Actionable research, thorough analysis, and achievement in providing the sales team with detailed lead information
- Resolving more difficult and non-routine problems, taking the necessary action to satisfy customers and internal
- My ability to demonstrate successfully resolving complex calls and work requests reflected a professional and positive image of me as a company employee
- Having leadership skills enabled me to provide support, and give work direction to others

Kizz Touch Dance School - Owner/Manager

March 2015 - March 2020

Managing a team of eight, ensuring high-quality class performance with outstanding results. Dance couple trainer for competitions safeguards high completion. In collaboration with the studio coordinator, I've been managing and developing capital and operations budget.

- Managing projects from briefing to completion, taking client briefs, meeting client's needs, assigning the project, managing outputs, and ensuring deadlines has become day-to-day responsibility
- Meeting busy schedules resulted in booking freelancers and brief them about the current school activities and their responsibilities
- Managing the media and marketing section was all about creating estimates for event designs and making sure they meet the client's needs
- My writing experience found its purpose in proofreading, content writing, SEO, marketing

- The administrative responsibilities were involving double-checking the documents emails and marketing text's with high proficiency before they get published or sent and ensuring a steady flow of social media content