

JESSICA LIN

123 Your Street, Boston, MA 12345 jessicalin@example.com (123) 456-7890

A Virtual Assistant with four years of experience, specializing in executive support, marketing, accounts payables, and operations management. A strong history of planning events and identifying improvement opportunities for administrative functions. Adept at supporting onboarding procedures and HR functions for new hires.

EDUCATION

ASSOCIATE OF ARTS (A.A.) BUSINESS ADMINISTRATION

Boston Community College,
Boston, MA
May 2015 - May 2017

KEY SKILLS

- ◆ Account Management
- ◆ Executive Support
- ◆ Budget Management
- ◆ Logistics
- ◆ Operations Management

CERTIFICATIONS

- ◆ Certified Administrative
Professional (CAP), 2020

PROFESSIONAL EXPERIENCE

VIRTUAL ASSISTANT

Johnson Finance Consultants,
Boston, MA
September 2018 - Present

- ◆ Manage calendars for the CEO and CFO of a leading financial firm, coordinate travel for 60+ employees, interviewees, and guests per year, secure flights, hotels, and transportation, and oversee an annual travel budget valued at \$250K
- Identify administrative issues with data entry and filing procedures and propose solutions to streamline operations, resulting in a reduction of 15 work hours per week
- Create agendas for executive meetings, update action items, and gather data from cross-functional departments to create PowerPoint presentations

VIRTUAL ASSISTANT

New England Financial Firm,
Boston, MA
May 2017 - September 2018

- Served as the point of contact for client accounts valued at \$100K-\$250K, fielded inquiries, resolved account issues, and identified solutions to customer needs
- Oversaw an \$80K office budget for supplies and created expense reports
- Managed executive calendars, created itineraries, and drafted email correspondence
- Utilized Trello and Asana to coordinate operational tasks for the office team