

RICK JOHNSON

A Virtual Assistant with three years of experience, specializing in administrative support, calendar management, travel planning., and client relations. A strong history of planning events and identifying improvement opportunities for administrative functions. Adept at supporting onboarding procedures and HR functions for new hires.

123 Your Street,
Nashville, TN 12345
rickjohnson@example.com
(123)456-7890

PROFESSIONAL EXPERIENCE

VIRTUAL ASSISTANT

Allen and Roberts Legal Associates,
Nashville, TN
September 2019 - Present

- ◆ Deliver administrative and secretarial support for legal and marketing departments, field phone inquiries, and schedule appointments and consultations
- ◆ Create agendas and manage calendars for firm lawyers, which includes coordinating travel planning, booking flights, and arranging lodging
- ◆ Conduct expense reporting for office supplies and interface with vendors to coordinate purchases and schedule delivery
- ◆ Create and manage client invoices, process payments, and communicate with clients to develop payment plans and resolve invoice discrepancies

VIRTUAL ASSISTANT

Gentile Legal Associates,
Nashville, TN
May 2018 - September 2019

- ◆ Provided administrative support to senior legal professionals, coordinated executive calendars, and managed communications with clients via phone and email
- ◆ Coordinated with the HR team to develop new-hire onboarding plans and HR documentation, which included scheduling training orientations

EDUCATION

Associate of Arts (A.S.)
Communication
Nashville Community College,
Nashville TN
May 2016 - May 2018

KEY SKILLS

- ◆ Administrative Support
- ◆ Microsoft Office Suite
- ◆ Travel Itineraries
- ◆ Calendar Management
- ◆ Written Communication

CERTIFICATIONS

- ◆ Certified Administrative Professional (CAP), 2020