



Treshia Jane Bedes

VIRTUAL ASSISTANT

An efficient and creative assistant you can trust to help grow your business, allowing you to focus on the tasks you prefer and excel at!

Contact Me!

bedestreshia@gmail.com

Experience

Digital Marketing Assistant

Keller Williams MAPS, Real State Coaching
Jul 2022 - Present

- Designed social media graphics.
- Crafted email campaigns.
- Created presentations for the team.
- Manages company website.

Executive Assistant

Keller Williams MAPS, Real State Coaching
Jul 2021 - Jul 2022

- Made trackers in Google Sheets.
- Managed client calendar and emails.
- Worked on projects via Asana.

Customer Support

Spotify, Slidemodel, Verizon
Nov 2016 - Oct 2023

- General, sales, and technical support to customers (chat & email)
- Identifying improvements of processes in assisting customers

Skills

- Proficient in Google Suite
- Calendar & Email Management
- Graphic Design (Canva)
- Basic Video Editing (Adobe Premiere Pro)
- Email campaigns (Zoho)
- Basic web development (HTML, CSS, WordPress)