

# CRYSTAL POLSTON

(757) 615-3116 | crystalpolston@gmail.com

## ABOUT

Dynamic and experienced in management with comprehensive knowledge of business principles with key strengths in problem-solving and customer relations.

## EXPERIENCE

### VIRTUAL ASSISTANT

Lisa Barr, M.D.

2017-Present

- Oversees social media marketing strategy.
- Schedules meetings through email or phone.
- Facilitates communication between clients and Medical Director.

### BOOKKEEPER ASSISTANT

A Frame Contracting

2017-19

- Execute, as applicable, processes related to accounts payable and accounts receivable management, bookkeeping entries, closing the books monthly as well as preparing financial reporting and analysis.
- Organizes proper documentation of subcontractors including W-9, general liability, and workers' compensation.

### MARKETING ASSISTANT

Southern Shores Realty

2015-19

- Photographs and edits rental properties using Adobe Lightroom and Photoshop.
- Plans and designs email campaigns as part of a marketing strategy by targeting specific demographics within clientele database.
- Successfully contributes ideas intended to improve the website and reach a larger audience through marketing campaigns.

### ACCOUNTING ASSISTANT

Southern Shores Realty

2010-15

- Handles over 500 owner trust accounts including managing accounts payable.
- Processes owner checks through the company's rental trust account.
- Assists owners with account inquiries.

## EDUCATION

Old Dominion University  
Bachelor of Science, Business  
Administration

## SKILLS

|                     |                     |
|---------------------|---------------------|
| QuickBooks          | Mac and PC Systems, |
| Desktop and Online, | Works               |
| Word, Excel,        | Independently,      |
| Outlook, Canva,     | Responsible         |
| Google Docs, Zoom   |                     |