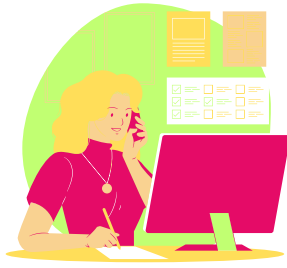


VIRTUAL ASSISTANT



Ability To Meet Deadlines
Attention To Detail
Bookkeeping
Computer Literacy
Content Creation
Continuing Education
Copywriting
CRM
Data Entry
Dependability
Detail-Oriented
Discipline
Effective Decision Making
Email & Inbox Management
Exceptional Communication Skills
Event Management
Google
Integrity
Lead Conversion
Microsoft Office
Open To Assessment
Project Management
Reliability
Research
Scheduling
Self Motivation
SEO
Social Media Maintenance
Time Management
Travel Management
Website Maintenance
Word Processing Proficiency