



Jasmin

PROFESSIONAL SKILLS

- Portfolio:
[Redacted]
- Executive Assistance
- Project Management
- Calendar Management
- Email Management and Correspondence
- Data Entry and Organization
- Lead Generation and Research
- Vendor and Client Negotiation
- Social Media Management and Content Creation
- Customer Service and Support
- Team Coordination and Leadership
- Newsletter Design and Management
- Workflow Optimization
- Strategic Planning and Problem Solving

SOFTWARE EXPERIENCE

- Wix
- GoHighLevel
- Google Suite
- Microsoft Office
- Asana
- Monday.com
- Intercom
- Google
- Canva
- Photoshop
- Instagram
- LinkedIn
- Facebook
- Capcut

WORK EXPERIENCE

REAL ESTATE VIRTUAL ASSISTANT

[Redacted] | May 2020 - July 2020

- Administrative tasks

VIRTUAL SYSTEMS ARCHITECT

[Redacted] | August 2021 - February 2023

- Executive Virtual Assistant
- Chat Support
- Social Media management

EXECUTIVE VIRTUAL ASSISTANT

[Redacted] | August 2021 - January 2023

- Managing and creating content, including text posts, videos, and images for use on social media (Facebook, Instagram, TikTok, Pinterest, Google My Business)
- Creating, Designing, and Sending Newsletters to Clients and Email Subscribers
- Building and Managing [Redacted] website, optimizing the website's SEO, interacting with customers, and dealing with customers' inquiries

CHAT SUPPORT/ GENERAL VIRTUAL ASSISTANT

[Redacted] | October 2021- February 2023

- Administrative Assistant
- Chat Support [Redacted]

TEAM LEADER, PROJECT MANAGER, ACCOUNT MANAGER

[Redacted] | February 2023 - April 2024

- Hire and lead a team of digital marketing experts consisting of social media managers, SEO experts, graphic designers
- Communicate and coordinate with clients
- Plan, oversee, and achieve monthly projects
- Onboard and orient new team members.

EXECUTIVE VIRTUAL ASSISTANT

[Redacted] | May 2024 - December 2, 2024

- Planning itineraries and scheduling trips
- Lead Generation (More than 2,000 influencer hot leads)
- Administrative Tasks (Emailing and negotiating with vendors, designing emails, and researching vendors for the trips)



Jasmin



SOFTWARE EXPERIENCE

- Pinterest
- TikTok
- Google My Business
- Mailchimp
- Notion
- ClickUp
- Slack
- Zoom
- Google Meet

EDUCATION



June 2011-July 2014

Completed Coursework in Mass Communication



August 2016- May 2020

Bachelor of Science in Psychology

REFERENCES

