



Alexander Taylor

Virtual Personal Assistant

CONTACT

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Austin, TX

EDUCATION

2018 - 2021

Associate Degree in Business Administration

Austin Community College, Austin, TX

Certifications

- Certified Administrative Professional - I - International Association of Administrative Professionals (2023)
- Microsoft Office Specialist - Microsoft (2021)

PROFESSIONAL SUMMARY

Highly organized and efficient Virtual Personal Assistant with over 5 years of experience providing administrative support to executives and entrepreneurs. Proven ability to manage schedules, handle communications, and coordinate projects with precision. Adept at using various software tools and platforms to enhance productivity and streamline workflows.

EXPERIENCE

Virtual Personal Assistant

2022 - Now

Freelance / Remote

- Manage complex calendars, scheduled meetings, and coordinated travel arrangements for multiple clients.
- Provide administrative support including email management, data entry, and document preparation.
- Assist with project management tasks, including tracking progress and coordinating with team members.
- Handle social media accounts, creating and scheduling posts to enhance online presence.

Administrative Assistant

2019 - 2022

Tech Solutions Inc., Austin, TX

- Supported executives by managing schedules, booking travel, and organizing meetings.
- Prepared reports, presentations, and correspondence for senior management.
- Implemented efficient filing systems and improved office procedures.
- Coordinated company events and handled logistics for meetings and conferences.

SKILLS

Calendar Management	★★★★★
Email & Communication Handling	★★★★★
Travel Planning & Coordination	★★★★★
Data Entry & Database Management	★★★★★
Project Management	★★★★★
Social Media Management	★★★★★
Basic Graphic Design (Canva, Adobe Spark)	★★★★★