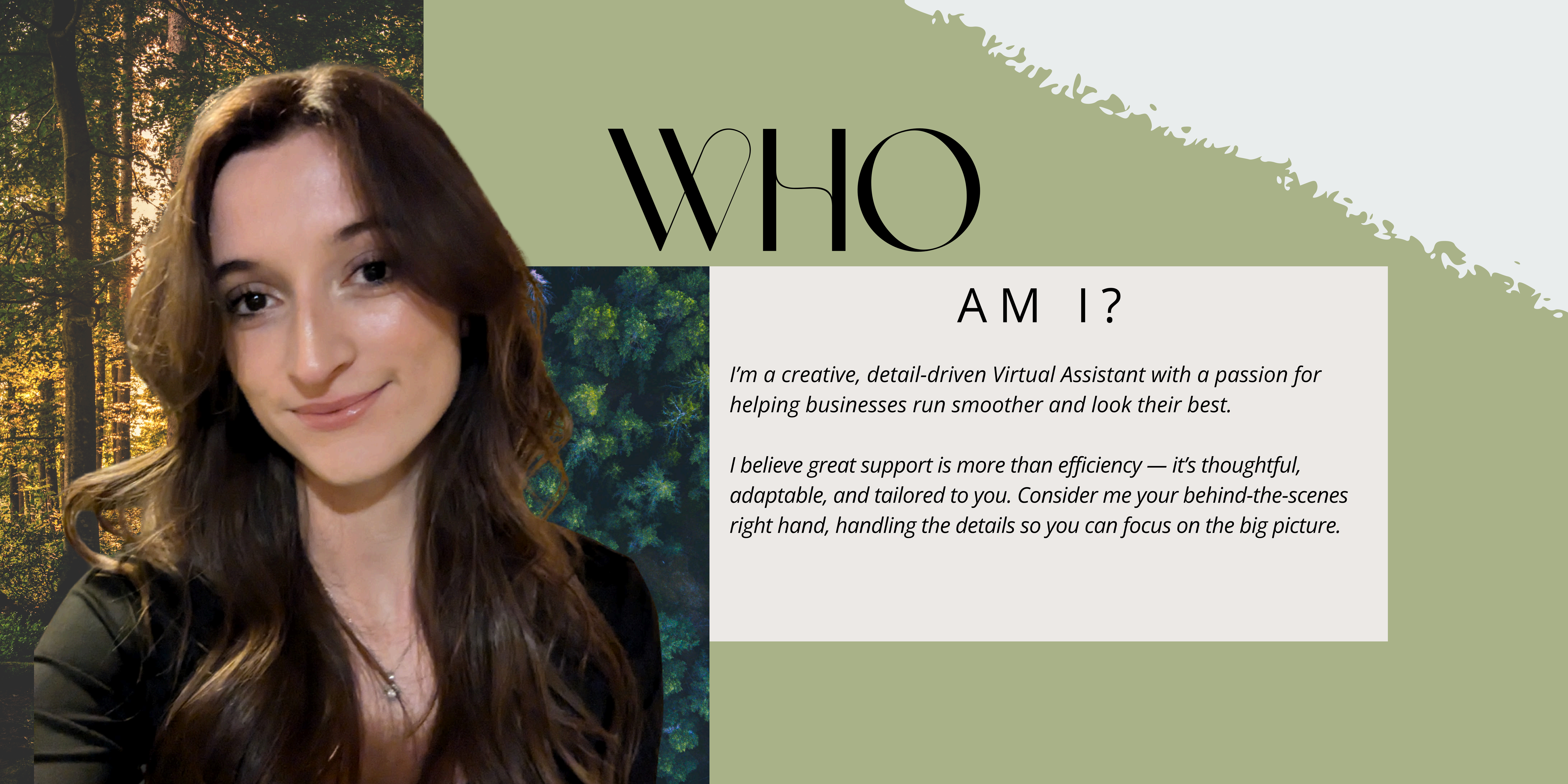




CREATIVE VIRTUAL ASSISTANT



WHO

AM I?

I'm a creative, detail-driven Virtual Assistant with a passion for helping businesses run smoother and look their best.

I believe great support is more than efficiency — it's thoughtful, adaptable, and tailored to you. Consider me your behind-the-scenes right hand, handling the details so you can focus on the big picture.

EDUCATION & EXPERIENCE

MARKETING WITH ADVERTISING DEGREE

2018-2021

MARKETING EXECUTIVE

2021 - 2023 (CVM, DMJ)

COMMUNICATIONS & EVENTS EXECUTIVE

2023 - 2024 (Ultima)

FFREELANCE CONTENT CREATOR

2024 - Present



MY SERVICES

Administration support

Inbox + calendar management, document creation, travel booking, research, etc.

Design & Content

Canva graphics, presentations, branded templates, marketing materials, etc.

Social Media Planning

Content creation, scheduling, engagement, analytics, and strategy support.

Email Marketing

Crafting, scheduling, and analyzing email campaigns to engage your audience and grow your business.

Event Organisation

Planning, logistics, vendor communication, timeline management, etc.

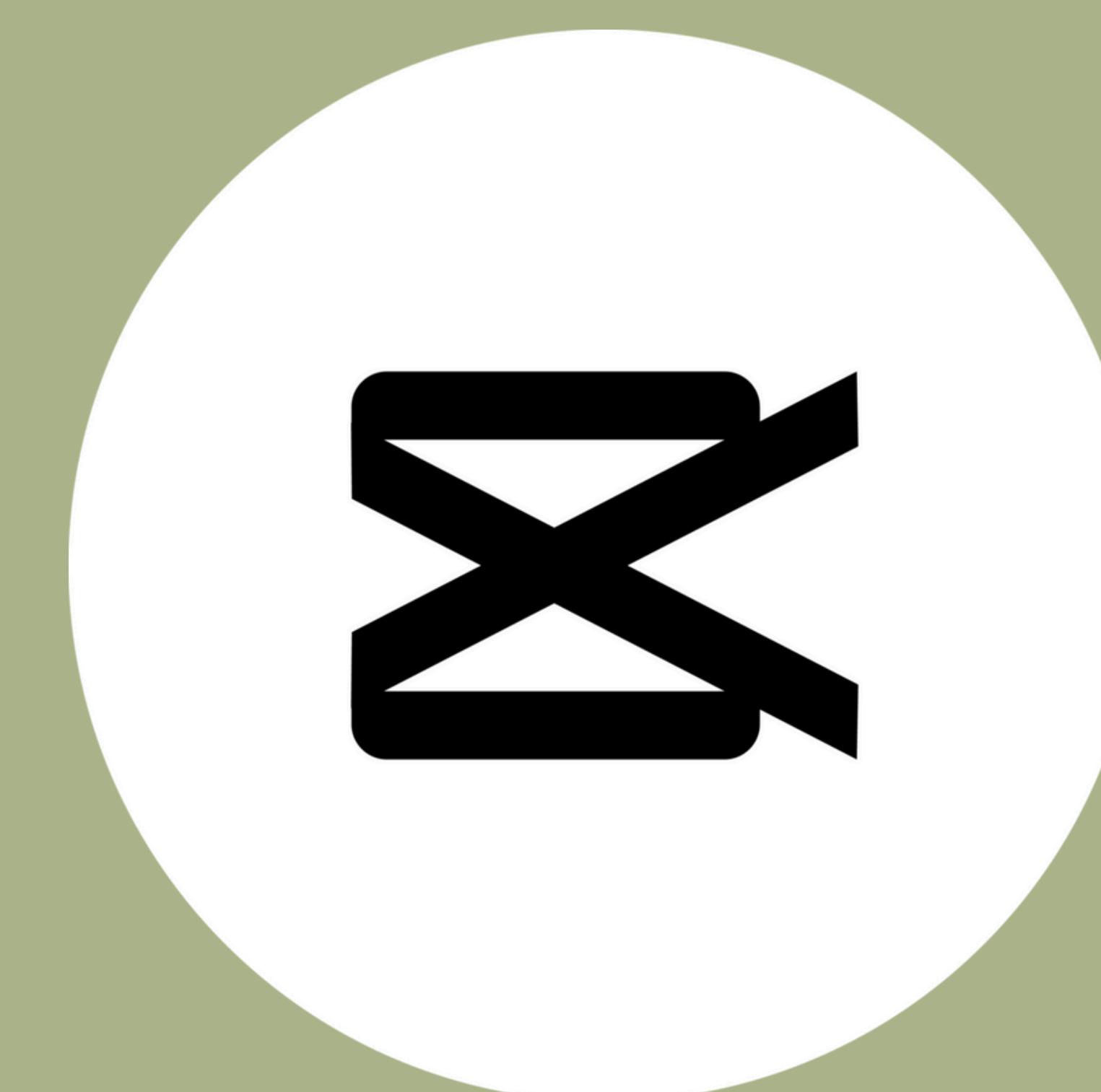
Website Design

Website design from scratch, auditing/updating current websites.

TOOLS

I

USE





01256927236



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HAMPSHIRE, UK

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