



The following is a resume of the varied talents and skills of our Virtual Administrative Assistant (Kay). We are constantly looking to expand our pool of talented employees to meet your life management or personal concierge needs. As always, please do not hesitate to contact us if you do not see the skill set you require listed below. We look forward to helping you!

QUALIFICATIONS

- ❖ Proficient in Word, Excel, PowerPoint, Publisher, Outlook, Adobe and Internet.
- ❖ Knowledge of Access, InDesign, Exceed! Basic, APEX, Dream Weaver, Photoshop, QuickBooks, Quicken, TOPS, Inter-Tel and Point of Sales.
- ❖ Type a minimum of 60 WPM.
- ❖ Able to create brochures, invitations, manuals, spreadsheets, internal/external correspondence, reports, presentations and promotional materials.
- ❖ Experience in writing proposals, marketing and advertising plans.
- ❖ Detailed oriented “multi-tasker” with budget and database management experience, able to balance competing priorities and tight deadlines.
- ❖ Effective communicator with experience working with diverse populations.
- ❖ Polished telephone, interpersonal and writing skills.
- ❖ Energetic, patient and diplomatic.
- ❖ Experience in event planning, administration, researching, customer service and program development.

EVENT PLANNING

- ❖ Maintain contracts with consultants, housing bureau, hotels, convention center, transportation and security companies as required.
- ❖ Coordinate luncheons, dinners, meetings, fundraisers, parties, community service events and athletic tournaments.
- ❖ Create event specific power point presentations, event bags, invitations, programs, registration packets, certificates, awards and other promotional materials.
- ❖ Coordinate transportation, lodging and itineraries.
- ❖ Secure entertainment, donations, venues, volunteers and clean-up crews for various events.
- ❖ Decorated facilities for corporate or community events.

FINANCIAL

- ❖ Produce periodic financial reports.
- ❖ Manage accounts receivable and accounts payable.
- ❖ Invoice and post payments to appropriate accounts in QuickBooks.
- ❖ Handle cash and check transactions.

HUMAN RESOURCES

- ❖ Handle a wide range of recruiting, interviewing, hiring and orientation procedures.
- ❖ Design employee handbooks, write standard operating procedures manual to reduce training time and improve efficiency and consistency.
- ❖ Conduct and update employee files, tax forms and background checks.