

Kennedy Adams
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Applicant Profile

Tech-savvy virtual assistant and recent graduate with an associate in business administration and two years experience in face-to-face customer service. Social media wizard that created a viral video as part of a contest with Dairy Queen. Maintained a 4.0 GPA in business courses during school.

Key Skills/Knowledge Areas

- Tech-savvy
- Personal finance
- Time management
- Customer service
- Resourcefulness

Education

Associate of Business Administration, 3.7 GPA

SOUTHERN NEW HAMPSHIRE UNIVERSITY, Online, September 2016 - May 2018

Relevant Courses:

- Social Media for Business
- Interpersonal Communication
- Nonverbal Communication
- Computer Applications
- Keyboarding

Certifications

- Certified Personal Trainer, 2019

Professional Experience

Virtual Personal Assistant, Small Business Assistants, Remote/Work from Home

June 2020 – Present

- Serve up to four business owners at a time
- Compete for in-depth research and compile usable reports
- Create web and social media content
- Manage calls, voicemail, and email for assigned clients
- Consult on fitness and healthy eating plans for business owner