



# ASHLEIGH BLYTHE

VIRTUAL ASSOCIATE



An enthusiastic and dedicated team player, with a passion for extending quality customer service to both internal and external clients. Passionate about building strong customer relationships, driving brand loyalty, and increasing customer engagement.

## SPECIALIZATIONS

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- Data Entry and Analysis
- Project Management
- Customer Service
- Targeted Sales

## WORK EXPERIENCE

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### Administrative

2016 TO PRESENT

- Create and maintain client relationships via telecommunication and/or email interactions
- Compiled programme reports, manuals, tools and budgets
- Create and manage customer profiles
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- Generated customer interest and leads, pushing sales, promotions and up-selling bundles to customers
- Manage organization's communication and scheduling systems
- Facilitated trainings and workshops for participants and parents
- Maintained efficient case management of programme participants and led case conferencing sessions
- Develop administrative processes to achieve organizational objectives and improve office efficiency

## EDUCATION BACKGROUND

MICO University College

MED. SPECIAL EDUCATION, PRESENT

- Completing dissertation on Inclusive Education in Jamaica

The University of the West Indies

BSC PSYCHOLOGY, 2016

- Graduated with Second Upper Class Honours
- Participated in the Exchange Program at York University
- Recipient of the Emerging Leaders in the Americas Program Scholarship