



**JASMYN SCOTT**

VIRTUAL ASSOCIATE



*I am well seasoned in customer service, organization, and administrative duties. I also possess excellent communication, interpersonal, and time management skills.*

## **SPECIALIZATIONS**

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- Client Relations Management
- Workflow Management
- Influencer/Ambassador Outreach
- Wholesale Outreach

## **WORK EXPERIENCE**

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### **Customer Service Specialist**

2020 TO 2021

- Executive Assistant and calendar management.
- Generated customer interest and engagement through online social media presence.
- Verified, screened, and approved all business listings in a large business directory.
- Handled all client relations and customer service communications.

## **EDUCATION BACKGROUND**

UNIVERSITY OF MISSOURI COLUMBIA

### **Bachelor of Arts and Science**

COMMUNICATIONS