



HEATHER AARON

VIRTUAL ASSOCIATE



I am an organized, creative, and resourceful Virtual Associate with a background of over 20 years of experience in customer service and administration. My current core areas of expertise are social media marketing and administrative support.

SPECIALIZATIONS

- Social Media Marketing
- Administrative Support

WORK EXPERIENCE

Virtual Associate

AUG 2019 TO PRESENT

- Social Media Marketing
- Newsletter Creation
- Email and Calendar Management
- Proofreading and Editing

Remote Medical Scribe

ISCRIBES

JAN 2018 TO AUG 2019

- Medical transcription using exceptional writing skills with proficiency in English grammar and spelling
- Provided accurate documentation of patient notes, compliant with HIPAA guidelines
- Professional demeanor and recognition of privacy considerations for patients

Procurement Administrator

ATOS

SEPT 2000 - AUG 2016

- Procurement of and end-user support for PC hardware, software, and wireless devices
- Resolved external supplier issues related to delivery
- Established and maintained relationships with suppliers, wireless carriers, and end-users
- Provided troubleshooting of wireless device issues via phone, email, and online chat

EDUCATION BACKGROUND

William Paterson University

B.A., COMMUNICATION