



PHILLIPPA SMITH

VIRTUAL ASSOCIATE



I am a Virtual Associate, with 6 years of experience working in various sectors. My core areas are Customer Service, Social Media and Digital Marketing.

SPECIALIZATIONS

- Customer Service
- Digital Marketing
- Social Media
- Social Media Communications
- Photo and Video Editing

WORK EXPERIENCE

Customer Service

JAN 2017 - 2020

- Creating special moments for internal and external guests
- Documenting events via Photography and Videography
- Content creator for all social media platforms
- Assist customers with designing and creating content based on customers' needs
- Assisted with team engagements and team spirit as a member of the engagement team
- Assisted my team with new core knowledge as a member of the customer service solutions

EDUCATION BACKGROUND

EDNA MANLEY COLLEGE OF THE VISUAL AND
PERFORMING ARTS

BA FINE ARTS, CLASS OF 2014

THE OPEN UNIVERSITY

COURSE: THE FUNDIMENTALS OF DIGITAL
MARKETING