



TANISIA JOHNSON

VIRTUAL ASSOCIATE



I am an experienced Virtual Associate with background in Administrative, Customer Service and Leadership Roles. I provide first class Administrative support with a special focus on premium customer satisfaction.

SPECIALIZATIONS

- Customer Relations Management
- Calendar Management
- Administrative Support
- Email Management
- Appointment Setting

WORK EXPERIENCE

Executive Administrator
2009 TO 2020

- Appointment setting/ Scheduling using Calendly or Google calendar.
- Email management.
- Responded in real-time to external calls and dealt with customers queries.
- Experience in supervising customer service team.
- Administrative support to management.

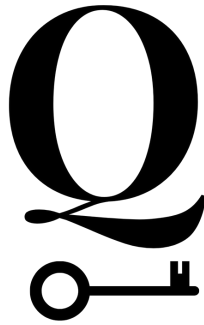
EDUCATION BACKGROUND

**Mona School of Business Management
(MSBM)**

MBA- MARKETING

University of the West Indies, UWI

B.A ENGLISH



Dear Mr. Richards,

A letterhead is the heading at the top of a sheet of letter paper (stationery). That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background pattern.

The term "letterhead" is often used to refer to the whole sheet imprinted with such a heading. Many companies and individuals prefer to create a letterhead template in a word processor or other software application. This generally includes the same information as pre-printed stationery but without the additional costs involved.

Letterhead can then be printed on stationery (or plain paper) as needed on a local output device or sent electronically. That heading usually consists of a name and an address, and a logo or corporate design, and sometimes a background pattern.

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Sincerely,

Lisa Montgomery
Secretary