



FAYTHEA WILLIAMS

VIRTUAL ASSOCIATE



I am a dynamic goal-oriented Virtual Associate with extensive knowledge of administration, record management, market research and public speaking.

SPECIALIZATIONS

- Market Research
- Strategy Planning
- Record-keeping
- Organizational Management
- Strategic Planning

WORK EXPERIENCE

Administrative and Research Executive

2014-2020

- An administrative assistant at several small companies maintained files and handled customer service
- Developed template to record research data, recorded research data using Statistical Programming for Social Sciences (SPSS)
- Supervised administrative communication with public authorities
- Conducted research for parliament representatives
- Assisted in market research on innovative ways to improve the programme.

EDUCATION BACKGROUND

University of the West Indies, Mona 2014-2017

BSC in International Relations, Minor in Criminology,
class of 2017

University of the West Indies, Mona 2017-2020

MSC IN GOVERNMENT, SPECIALIZING IN
INTERNATIONAL RELATIONS, CLASS OF 2019