



TRACEY GHANY

VIRTUAL ASSOCIATE



I am an industrious and motivated young professional with over 10 years of experience in the corporate industry. My primary areas of focus are Customer Service and General Administration.

SPECIALIZATIONS

- Document and Template Creation
- Data Entry and Database Management
- Appointment Setting and Calendar Management
- Email Management
- Editing and Proofreading
- PDF Conversion
- Basic Canva Creations from Email Correspondence

WORK EXPERIENCE

Administrative Assistant

2010 TO 2021

- Prepared and dispatched correspondences to customers
- Arranged customer meetings and managed daily appointments for the department
- Prioritized and filtered emails for the Supervisor in order of priority
- Responsible for daily updates of inventory records daily and data entry using Microsoft Excel
- Managed and updated customer database and records as required
- Prepared presentations using Microsoft Power Point

EDUCATION BACKGROUND

University of Hertfordshire

2012| BA BUSINESS ADMINISTRATION