



# CHRISTINE FOSTER

VIRTUAL ASSOCIATE



*I am a Virtual Associate whose professional experience expands over 15 years in banking. My areas of expertise include Customer Service and Administrative Support.*

## SPECIALIZATIONS

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- Administrative Assistance
- Customer Relations Support

## WORK EXPERIENCE

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### **Executive Assistance**

2021

- Email management.
- Management of client database and excellent maintenance of client records.
- Records management and filing.
- Internal and external correspondence with team members and clients.

## EDUCATION BACKGROUND

NORTHERN CARIBBEAN UNIVERSITY  
2006-2012  
BSC- BUSINESS ADMINISTRATION