



LEON FRENCH

VIRTUAL ASSOCIATE



I am a Virtual Associate with over 15 years of experience working in various sectors. My core areas are Customer Service, Media, and Training

SPECIALIZATIONS

- Administration
- Customer Service
- Project Management
- Training
- Media

WORK EXPERIENCE

Administrative & Customer Service

2006 TO PRESENT

- Generate customer profiles based on assessment and provide the most suited insurance policy for clients.
- Maintain an above-average receivable rate dealing with delinquent customers while maintaining and restoring the customers' relationship with the company.
- Organized and trained a team of 35 in the area of broadcast media and successfully executed over 500 programs since the Covid19 pandemic and ensuring the team was kept safe.
- Manage Recording and Live Stream Schedules, while ensuring that team members receive remuneration and have time for selfcare

EDUCATION BACKGROUND

MASS COMMUNICATION, EMPHASIS IN TV
PRODUCTION