



YAH-SHIRAH LINDSAY

VIRTUAL ASSOCIATE



I am a Virtual Associate with 7 years of experience, working in fashion, education and sales.

SPECIALIZATIONS

- Customer Service
- Administration
- Sales
- Graphic design

WORK EXPERIENCE

Customer Service / Admin Support

2014 TO 2021

- Engaged customers in an office setting
- Assisted with data entry, calls, kept records, scheduled meetings, prepared memos

Design / Sales

2017 TO 2021

- Created promotional graphic and took photos of products
- Developed new and existing customer relations, lead generation, handled complaints, objections, and requests
- Followed up with clients for customer satisfaction and repeat sales
- Negotiated pricing, liaised with the team on production processes and design

EDUCATION BACKGROUND

TESOL

2019

Learned to teach English to speakers of other languages

B.A. in Apparel Design, Production & Technology

2016

Learned all areas of fashion design, the production process, entrepreneurship & basic business principles