



ANITA PALMER-REID

VIRTUAL ASSOCIATE / ADMINISTRATION



I am a Virtual Associate with over 6+ years of experience, working in various sectors. My core areas are Social Media Management, Customer Service, and Administration. I live by the mantra "Always wear a SMILE"

SPECIALIZATIONS

- Website Management
- Social Media Management
- Project management
- Calendar Management
- G-Suite

WORK EXPERIENCE

Project Management and Customer Service

2018- 2021

- Customer Service Agent in a high volume call center, providing exceptional service by handling customers' complaints and inquiries.
- Managing over 8 different centers across Jamaica with over 300 students; making sure inventory is maintained at the facilities while managing the Instructors.

Social Media Manager

2015 - 2021

- Creating and scheduling Social Media post for Instagram, Twitter, Facebook.
- Designing Graphics to be used for print and digital platforms.
- Updating and managing websites.

EDUCATION BACKGROUND

UNIVERSITY OF TECHNOLOGY, JA

2016 - Present

BACHLORS IN COMMUNICATION ARTS AND
TECHNOLOGY