



SASHELL WISDOM

VIRTUAL ASSOCIATE



An analytical yet amiable Virtual Associate with expertise in Administrative Support, Email and Calendar Management

SPECIALIZATIONS

- Customer Database Management
- Email & Calendar Management
- Data Research
- Data Entry/Compilation
- Powerpoint Presentations

WORK EXPERIENCE

Virtual Assistant

2020 - 2021

- Managed and set up CRM and automations utilizing ClickUp.
- Efficiently managed multiple business email accounts and responded to customer inquiries in a timely manner.
- Booked wedding vendors, sent invoices, and collected payments from customers via PayPal.
- Maintained and organized highly confidential documents.
- Oversaw and tracked recordkeeping practices.
- Provided ongoing support for busy entrepreneurs.

EDUCATION BACKGROUND

The University of The Commonwealth Caribbean

2020 - Present

BSC IN HUMAN RESOURCE MANAGEMENT

PHILOSOPHY

"SUCCESS IS THE PRODUCT OF DAILY HABITS—NOT ONCE-IN-A-LIFETIME TRANSFORMATIONS."

-JAMES CLEAR