

LASHANDA GILL- BROOKS

VIRTUAL ASSOCIATE



I am a highly resourceful tech-savvy Virtual Associate with over 10 years of experience working in the Telecommunication Industry. I am personable, have strong leadership skills and enjoy helping businesses excel.

SPECIALIZATIONS

- Creative and Analytical Thinking
- Strong Research Abilities
- Organizational and People Management Skills
- Business Operations and Management

WORK EXPERIENCE

Virtual Assistant

2022 TO PRESENT

- Coordinate internal and external meetings for executive teams, board members, and CEO, managing complex calendars and adjusting to changing priorities.
- Create and edit documents and links for meetings, presentations, grants, spreadsheets, expense reports, and other documents as needed, ensuring that all materials are accurate, professional, and completed on time.
- Manage admin tasks associated with CRM software, ensuring all data is accurate and current.
- Create, execute, and maintain standard operating procedures, workflows, and processes, ensuring all tasks are completed efficiently and accurately.

SOFTWARE TOOLS

- Google Suite
- Microsoft Excel
- Asana
- Slack
- Canva
- Salesforce
- Microsoft Office 365
- ClickUp
- Zoom

EDUCATION BACKGROUND

DePaul University

Biological sciences (Bachelor of Science)