

VERONICA HART

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Offering excellent organizational skills, deep insight into business procedures and strategies and exceptional communication skills, aimed at providing logistically correct administrative support to clients.

EXPERIENCE

1/18/2009 – PRESENT

FREELANCING, SELF-EMPLOYED

- Self-Starter and Motivator
- Built Website from scratch
- Started my own business on my own
- Providing Virtual Assistance through multiple platforms
- Finding clients, pitching to them, and keeping them.

AUGUST 2014 – 2/10/2018

MENTOR/VIRTUAL ASSISTANT, FANCYHANDS

- Helped multiple clients that were not assigned to a specific assistant.
- Completed task in a limited time.
- Research
- Cold-Calling
- Spreadsheet Updates and Creation
- Travel Arrangements
- Lead Generation Calls
- Mentoring other Assistants and their Tasks
- Data Entry and more.
- Updating calendars and scheduling meetings for clients.

JUNE 2016 – JULY 2017

VIRTUAL ASSISTANT, TIMEETC

- Worked with both short term and long term clients
- Used a time clock to keep track of the work completed.
- Data Entry
- Grant Research
- Business to Business Calling
- Assisting Executive Business Clients
- Helping trial clients and doing required work to keep them full time.

APRIL 2013 – OCTOBER 2014

ZIRTUAL ASSISTANT, ZIRTUAL

- Helping long-term clients
- Helping first time clients
- Organizing calendars and email accounts

- Wedding Planning
- Requesting apartment cleaning
- Appointment Setting
- Scheduling Meetings

EDUCATION

JUNE 2021 (IN PROGRESS)

BACHELORS IN ARTS, ASHFORD UNIVERSITY

I am taking classes for Complementary and Alternative Medicine.

SKILLS

- Excellent Organizational Skills
- Time Management
- Travel Arranging
- Professional Event Planning
- Remarkable Proofreading/Editing Skills
- Word-processing
- Website Building
- Blogging
- Ghostwriting
- Lead Generation
- Research
- Writing and Communication Skills
- Technology
- Customer Service Skills
- Administrative Work
- Strong Ability to create Spreadsheets
- Data Entry
- Resume/CV and Cover Letter Editing
- Cold Calling
- Inbound Call Answering
- Freelancing
- Handling Multiple Clients with different backgrounds
- Rapport Building

ACTIVITIES

I am a very passionate person that loves to be able to help clients achieve their goals and their dreams. I love being able to think outside of the box each day to give my clients something brand new with the same ol' customer service "know" how. Inspiration is one of my strongest core values, without it you do not have the ability to accomplish great things. I am a very innovative and open-minded individual. My motivation is my dream and that dream is to be able to provide multiple clients with time.