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| |  | | --- | | **Jane Adams****Virtual Assistant** | | jane.adams@gmail.com | |  | | **T:** 638-774-7991 | |  | | janeadams.com | |  | | **Summary** A detail-oriented professional with over four years of experience working as an assistant in a variety of fields. I have extensive expertise in communicating via phone, scheduling travel, managing email, and scheduling appointments. Seeking a position at the exciting news desk where I can showcase my skills as a virtual assistant.. | | **Skills**  Multitasking Skills / Time Management / Analytical Skills / Social Media Management / Billing and Invoicing / Technical Skills | |  | |  | | --- | | **Experience**Digital Institute—Personal Assistant to CEOSan Francisco, CA — Feb 2018 - January 2020Plan out trips for a large partyAnalyze market information from a variety of sectorsSet up meetings with multiple important clients throughout the day.Mida Solutions—Virtual Assistant to Vice PresidentFeb 2020 - March 2022Accepted incoming calls and routed them to the relevant divisionOversaw the marketing department’s email correspondence on behalf of the vice president.  * Sales, business strategy, and marketing communications transcripts. | | **EDUCATION**Bachelor’s degree in Business Administration–General administration- 2013-2018 | | **hobbies**  * Reading * Travelling | |