



REBECCA  
BEAUDRY  
Virtual Assistant

+123-456-7890  
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www.reallygreatsite.com

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## CONTACT

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## EDUCATION

### MASTERS OF ARTS

Really Great University  
2011 - 2013

### BACHELOR OF COMMUNICATIONS

Really Great University  
2006 - 2010

## SKILLS

Time management  
Communication  
Organization  
Multitasking  
Problem solving  
Customer service  
Technical proficiency  
Attention to detail

## REFERENCES

Provided upon request

I have over a decade of experience in virtual assistance, marketing and administrative support. I have cultivated a versatile skill set that enables me to efficiently tackle tasks, manage projects and meet deadlines. I am known for my strong work ethic and exceptional communication skills.

## WORK EXPERIENCE

### VIRTUAL ASSISTANT

Really Great Company  
2025 - Present

- Manage email correspondence and coordinate daily tasks to optimize workflow for clients
- Assist with financial tracking, invoicing and expense management
- Engage in social media content creation, copywriting, and digital graphic design, contributing to cohesive brand messaging and online presence

### OFFICE MANAGER

Really Great Company  
2020 - 2025

- Coordinate daily office operations and manage administrative staff
- Oversee budgets, invoices and contracts
- Facilitate regular meetings with department heads to evaluate progress and implement strategies

### MARKETING ASSISTANT

Really Great Company  
2015 - 2020

- Support marketing campaigns by developing strategies in content creation, social media and newsletters
- Assist in meeting marketing goals by tracking metrics and analyzing performance

## Top 3 des créateurs de CV IA

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