**Virtual Assistant Resume Template**

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**Objective**

I am offering cost cutting services to provide administrative and clerical support for a manufacturing operations office remotely without the need to physically hire people. You only pay per task accomplished

**Summary of Qualification**

* Excellent  writing and communication skills
* Excellent coordination, diplomatic, interpersonal and social skills.
* More than 5 years as administrative manager in a large global company.
* Entering 5th year as a freelance virtual assistant performing limited secretarial services to a number of clients.

**Career Experience/Job History**

**2008 – Present:   Freelance Virtual Assistant for various companies**

* Provide professional clerical and social services as specified by the client with specialty in instructional writing for manuals and reports, answering emails and traditional mail correspondences, email content summarization, meeting scheduling, total travel arrangements, and organized data entry.
* Use standard office communication facilities to coordinates with suppliers and vendors of clients as needed.
* Provide desktop publishing support.

**2002 – 2007: Administrative Manager, Avis Germany**

* Enforce bulletins, polices, office procedures and workflow standards.
* Assist and mentor administrative clerks in forms management, correspondence and office filing procedures
* Liaise with departments for financial reports, HR matters, logistics, etc.

**Education**

1999 – 2002:  Bachelor of Science in Commerce, University of Berkeley

**Professional reference will be furnished upon request**.