



KRISTIANNE J.

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Executive and Admin Assistance
- Attention to Detail
- Data Management
- Internet Research
- Office Software
- Bookkeeping
- Graphic Design
- Social Media Management

TOOLS

Quickbooks
Microsoft Office, Google Apps
Trello
Hubspot
Apollo
Instantly
SimPRO
Zoom, Skype
Slack, WhatsApp
Calendly
Canva

PERSONAL PROFILE

A highly organized and efficient virtual assistant with over four years of experience in **administrative support, bookkeeping**, and organization. Skilled in communication, independent task management, and delivering exceptional customer service with a strong focus on accuracy and high-quality results.

WORK EXPERIENCE

EXECUTIVE ASSISTANT//MARKETING AND SALES ASSISTANT

Reno Solar | January 2023 - January 2025

- Managed executive's email and calendar, reducing response times by 25% and improving meeting scheduling accuracy to 98%, significantly minimizing conflicts. Led initiatives in database building, and CRM utilization, resulting in optimized lead organization, 30% improved sales efficiency, and a 15% increase in lead conversion rates. Conducted targeted marketing outreach, sending tailored cold emails, leading to a 20% rise in engagement and a 5% boost in conversion rates.

ADMINISTRATIVE ASSISTANT/BOOKKEEPER

Cambridge Roofers Limited | June 2019 - December 2022

- Managed bookkeeping tasks by compiling financial documents for internal and external use in collaboration with the management team, contributing to a 35% increase in client satisfaction.
- ~~Performing~~ **Performed** comprehensive administrative duties, tracking and submitting expenses, enhancing record-processing accuracy by 9%.

EDUCATION HISTORY

Notre Dame of Marbel University

- Master in Business Administration, 2019
- Bachelor of Science in Accounting Technology, 2016