

# LINDA ZEADE

VIRTUAL ASSISTANT  
FULL AND PART-TIME AVAILABILITY

## PROFESSIONAL EXPERIENCE

### **VIRTUAL ADMINISTRATOR**

WEB DEVELOPMENT COMPANY

- > Communication Strategy - Lead efforts to standardize company communications policy.
- > Industry & Competitor Analysis - Conducted and documented competitor/industry analysis.
- > Workflow Guidance - Assisted in the drafting of a workflow guide used across the company.

**2017 - PRESENT**

### **VIRTUAL ASSISTANT**

BUSINESS CONSULTING FIRM

- > Account Organization - Organized and updated company-wide database of client accounts.
- > Social Media Management - Planned and Implemented posting of content on the company Twitter & Facebook.
- > Proofreading Communications - Proofread and Edited client-facing communications before distribution.

**2015-2017**

### **VIRTUAL ASSOCIATE**

ONLINE CLOTHING BOUTIQUE

- > Customer Relationship Management - Leveraged CRM software to bolster customer relations effort.
- > Department Training & Supervision - Trained, organized and supervised a team of five Jr. Sales Associates.
- > Inventory Management - Assisted in oversight of inventory accounting and storage practices.

**2012-2015**

