

Ashleigh Burton

Virtual Assistant

I am a pragmatic assistant that is well-known for being a hands-on dynamo and having boundless energy to fulfill various tasks. Detailed, constantly aiming to do the best, and a true team player; I am always pursuing work where hard work and dedication will be highly valued.



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Skills and Experience

Technical skills & Software tools

- ➔ MS Office & G-Suite
- ➔ Zoho
- ➔ Asana & ClickUp
- ➔ ChatGPT
- ➔ Instagram & TikTok

Professional skills

- ➔ General Administration & Organisation
- ➔ Email & Diary Management
- ➔ Project Management
- ➔ Event Planning
- ➔ Documents & Scheduling

Industry Experience

- ➔ Administration & Support Services
- ➔ Art & Design
- ➔ Charities & Social Services
- ➔ Finance
- ➔ Furniture & Interiors
- ➔ Property

Work Experience

Jan 2022 - Current

Virtual Assistant

Outsourcery

- ➔ Email & Diary management.
- ➔ Basic bookkeeping on Xero.
- ➔ Scheduling meetings and courses.
- ➔ Creating presentations on PowerPoint.
- ➔ Assistance with software development.
- ➔ Task Management.
- ➔ Property Management.
- ➔ Project management.
- ➔ I played a pivotal role in the operations of the pre-course team at a courses and training company in the UK. My responsibilities included assisting in managing pre-course setup, coordinating logistics, and ensuring all necessary materials and resources were in place for a seamless training experience. My proactive approach, strong organisational skills, and ability to quickly adapt allowed me to effectively support and lead various aspects of the pre-course operations.
- ➔ I have been instrumental in assisting my client, a property management professional, with managing daily operational stresses. By providing support and maintaining clear communication, I've helped to streamline processes and alleviate workload pressures. I have built strong, trusting relationships with both tenants and team members, ensuring a positive and collaborative environment. This approach not only enhances tenant satisfaction but also fosters a cohesive and efficient team dynamic, allowing us to respond swiftly to issues and maintain high standards in property management.
- ➔ In multiple roles with my smaller clients in the past, I have helped set up a general organisational system that suits them best.

Feb 2021 - Jan 2022

Administration and Social Media Assistant

Elevate Studios

- ➔ Scheduling social media posts.
- ➔ Monthly reporting.
- ➔ Social media engagement.
- ➔ Researching.
- ➔ Google My Business management.
- ➔ General administration.

Feb 2019 - Dec 2020

Intern

Hillsong Church

- ➔ Leadership.
- ➔ Administration & Event Planning.
- ➔ Task accomplishment.

Mar 2017 - Jan 2019

Assistant

Van Zyl Accounting

- ➔ Bookkeeping & Admin duties (phone duties, filing & data capturing).

Education & Certifications



GED High School Diploma

Boston College

Client Reviews

Corin Bowyer Crombie

It was great having Ashleigh as part of our team, she did a great job for us and I still miss her fantastic 'will do/can do' personality.

