

# 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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WORKING STYLE

## Skills and Experience

### Technical skills & Software tools

- MS Office & G-Suite
- Zoho
- Asana & ClickUp
- ChatGPT
- Instagram & TikTok
- Eworks Planner
- Click
- Circle Loop
- Breath HR
- Beehive
- Fixflow
- Xero

### Professional skills

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

### 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 - Supports property management professionals with daily operations, tenant relations, and financial tasks using Xero. Experienced in organising systems, managing pre-course logistics, and fostering a cohesive tenant-team environment. Proficient in project and task management with a focus on operational efficiency.
- 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

### Adam Lawrence

Outsourcery have been a pleasure to work with and our VA, Ashleigh, has done a great job in picking up tasks and being proactive in how she can help us as our business grows. Would highly recommend working with them.

