

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.



DOWNLOAD PDF

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.