

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

<p>Technical skills & Software tools</p> <ul style="list-style-type: none"> → MS Office & G-Suite → Zoho → Asana & ClickUp → ChatGPT → Instagram & TikTok 	<p>Professional skills</p> <ul style="list-style-type: none"> → General Administration & Organisation → Email & Diary Management → Project Management → Event Planning → Documents & Scheduling 	<p>Industry Experience</p> <ul style="list-style-type: none"> → Administration & Support Services → Art & Design → Charities & Social Services → Finance → Furniture & Interiors → Property
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Work Experience

<p>Jan 2022 - Current</p>	<p>Virtual Assistant Outsourcery</p> <ul style="list-style-type: none"> → 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.
<p>Feb 2021 - Jan 2022</p>	<p>Administration and Social Media Assistant Elevate Studios</p> <ul style="list-style-type: none"> → Scheduling social media posts. → Monthly reporting. → Social media engagement. → Researching. → Google My Business management. → General administration.
<p>Feb 2019 - Dec 2020</p>	<p>Intern Hillsong Church</p> <ul style="list-style-type: none"> → Leadership. → Administration & Event Planning. → Task accomplishment.
<p>Mar 2017 - Jan 2019</p>	<p>Assistant Van Zyl Accounting</p> <ul style="list-style-type: none"> → Bookkeeping & Admin duties (phone duties, filing & data capturing).

Education & Certifications



GED High School Diploma

Boston College

YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

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.

