#### 

## Jaclyn Love

#### Virtual Assistant

I love working with people and providing a service. I have extensive experience in sales and over the last few years, my role has shifted to a support and administration role which I am really enjoying. I have learnt how to manage people's expectations and deal with problems that might arise with unhappy customers. I am a team player but am happy working independently as well.

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# Skills and Experience

#### Technical skills & Software tools

- → MS Word, Excel & PowerPoint
- → Trello
- Slack
- RingCentral
- Canva
- Facebook
- Instagram
- Pipedrive

**Professional skills** 

- → General Administration & Organisation
- → Email & Diary Management
- → Research & Data Capturing
- Customer Service
- Lead Pospecting & Networking
- → Sales & Cold Calling
- Proofreading

### **Industry Experience**

→ Architecture & Construction

→ FMCG, Retail & Consumer Goods

- Customer Service & Sales
- Fashion & Beauty
- Furniture & Interiors
- → Property

# Work Experience

#### Apr 2022 -Current

#### Outsourcery

**Virtual Assistant** 

- Conduct data capturing.
- Manage the back-end in-house system for efficient workflow.
- Utilising Pipedrive (CRM) and Ring Central to conduct sales calls and maintain customer relationships.
- Manage calendars for appointments and meetings.
- Handle email correspondence and manage email accounts.
- Provide administrative support to management.

Schedule appointments.

- Work on Trello, managing cards and workflow for three sales consultants.

# Current

Jan 2022 -

#### **DTL Painting**

Social Media Manager

Content creation for Instagram and Facebook accounts.

#### Mar 2015 - Oct 2021

### **Daddys Deals**

**Sales Coordinator** 

- Responsible for the administration of three sales consultants.
- Sending offers via Quickly Sign for our merchants to sign. Liaising with merchants for information.
- Input information into Trello for copywriters to use.
- Meet weekly deadlines. Work closely with the copywriters to ensure all information is correct.

### 2008

2006

#### **Sales Consultant** ImageMakers

- Cold calling to introduce the product. Set up appointments and present the clothing range to prospective clients.
- Keep an up-to-date list of potential clients. Conduct fittings and capture orders.
- General administration.

#### **Sales Consultant Sep 2003 - Feb**

## Kempston Truck Hire

 Cold calling and service calls (face-to-face). Meet monthly targets.

- File weekly call reports. Submit quotes as per clients' requirements.
- General administration. Assist the Operations department when needed.

**Education & Certifications** 



YES, I WANT TO PROCEED WITH THIS CANDIDATE

NO, PLEASE SHARE MORE PROFILES

# Client Reviews

### **Dylan Mitchell** Things are going really well with Jaclyn, she's rapidly becoming an important part of our team. I really couldn't have hoped

for a better fit!

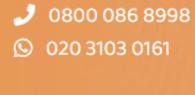


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