

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

<p>Technical skills & Software tools</p> <ul style="list-style-type: none"> MS Word, Excel & PowerPoint Trello Slack RingCentral Canva Facebook Instagram Pipedrive 	<p>Professional skills</p> <ul style="list-style-type: none"> General Administration & Organisation Email & Diary Management Research & Data Capturing Customer Service Lead Prospecting & Networking Sales & Cold Calling Proofreading 	<p>Industry Experience</p> <ul style="list-style-type: none"> Architecture & Construction Customer Service & Sales Fashion & Beauty FMCG, Retail & Consumer Goods Furniture & Interiors Property
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Work Experience

<p>Apr 2022 - Current</p>	<p>Virtual Assistant Outsourcery</p> <ul style="list-style-type: none"> 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. Schedule appointments. Provide administrative support to management. Work on Trello, managing cards and workflow for three sales consultants.
<p>Jan 2022 - Current</p>	<p>Social Media Manager DTL Painting</p> <ul style="list-style-type: none"> Content creation for Instagram and Facebook accounts.
<p>Mar 2015 - Oct 2021</p>	<p>Sales Coordinator Daddys Deals</p> <ul style="list-style-type: none"> 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.
<p>Mar 2006 - Oct 2008</p>	<p>Sales Consultant ImageMakers</p> <ul style="list-style-type: none"> 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.
<p>Sep 2003 - Feb 2006</p>	<p>Sales Consultant Kempston Truck Hire</p> <ul style="list-style-type: none"> 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!

