

Nina K. Williams

Executive Assistant

📞 561 412 5628 ✉️ hello@sageexecutiveassistants.com



Energetic Customer Service Representative with 4+ years' experience resolving customer inquiries. Passionate about building strong customer relationships, driving brand loyalty, customer retention and engagement.

SKILLS:

Attention to Detail
Active Listening Skills
Time Management

Event Planning
Travel Coordination

COMPUTER SKILLS:

Canva
Data Entry

Microsoft Excel
Microsoft Word

PROFESSIONAL EXPERIENCE

2021–Present **SAGE Virtual Staffing, LLC – Remote Social Media Coordinator**

- Coordinates social media calendar
- Schedules post to Instagram, Facebook, LinkedIn, and Twitter
- Provides virtual assistant services as needed

2018–Present **Customer Service Coordinator**

- Handles 150 inbound calls weekly, answering customer inquiries and resolving issues
- Collects feedback
- Provides cold calling for real estate clients
- Maintains spreadsheets through data entry
- Manages several email accounts daily
- Provides research

EDUCATION

2022 **VALENCIA COMMUNITY COLLEGE – Online**
Liberal Arts Degree Anticipated

2018 **SPANISH RIVER HIGH SCHOOL**
High School Diploma