

# Andrea Kay Avila

Executive Assistant

📞 561 412 5628    ✉️ hello@sageexecutiveassistants.com

Virtual Assistant with more than 15 years of experience handling administrative tasks such as email/calendar management, data entry, scheduling, and document creation and retention.

I specialize in helping solo professionals and small business owners with the administrative pieces of their businesses.

## SKILLS:

- Calendar Management
- Detail-orientated
- Time Management
- Data Entry
- Integrity and Dependability
- Resourceful
- Continuing Education

## TOOLS & PLATFORMS

- Google Workspace
- 17hats
- MS Office skills
- Follow-Up Boss
- Drop Box

---

## PROFESSIONAL EXPERIENCE

---

**2022-Present**    **Virtual Assist USA, Wexford, PA**  
**Virtual Assistant**

- Manage CRM input, export, and cleanup
- Schedule/invite guests and hold virtual Zoom and Google Meet meetings
- Uploaded files for clients' use on Google Workspace
- Monitor emails, organize inbox, and prioritize messages
- Answer, screen, and return phone calls in a professional manner

**2020-2022**    **Virtual Assistant, Emporia, KS**  
**Freelance Virtual Assistant**

- Managed and updated contact lists
- Uploaded files for clients' use on Google Workspace
- Monitored emails, organized inbox, and prioritized messages
- Handled confidential business and client information

**2020-2022**    **City of Emporia, Engineering Department, Emporia, KS**  
**Administrative Assistant**

- Scheduled conference rooms, prepared agendas, and maintain calendars to prepare for meetings and events
- Conferred with the general public, contractors, and vendors by telephone, email, and in person
- Managed electronic and paper filing systems by updating paperwork, maintaining documents, and accurately recording information
- Provided quality clerical support through data entry, document management, email correspondence, and overseeing the operation of office equipment

**2020-2022**    **City of Emporia, KS, Municipal Court**  
**Court Clerk I**

- Assisted with new software training
- Extensive data entry, knowledge of state and local laws and ordinances, responding to inquiries from defendants, attorneys, and other courts, and disseminating information per rules, regulations, and policies
- Prepared and distributed court orders, probation orders, and sentencing information

---

## EDUCATION

---

Washburn University  
Associate of Arts | Legal Studies

