

Jennifer Taylor

Executive Assistant

📞 561 412 5628 ✉️ hello@sageexecutiveassistants.com

Virtual Administrative Assistant / Technical Support / Photo & Video Editor with over a decade of experience helping large businesses and individuals run smoothly.

SKILLS:

- Office management
- Adobe Premiere
- Adobe Photoshop
- WordPress
- Digital marketing
- Social media marketing
- Graphic design
- Copywriting
- Email marketing
- Customer service
- Customer support
- AI Writing Programs
- ChatGPT
- Microsoft Office
- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Google Suite
- Zendesk
- Adobe Creative Suite
- Creative writing
- Video editing
- Vegas Movie Studio
- QuickBooks
- Canva
- Proofreading
- InfusionSoft
- Stripe
- Software testing
- Web development
- GitHub
- Accounts payable
- Accounts receivable
- Social media management
- Clerical experience
- Marketing
- Technical support
- CRM software
- Software development
- Word processing
- Photo editing
- Photo manipulation
- Personal assistant experience
- Zapier
- Facebook Advertising

LANGUAGES:

- English - Fluent
- Spanish - Intermediate

PROFESSIONAL EXPERIENCE

- 2012-Present** **Vivaldi Visions**
Freelance Virtual Assistant
- Assist authors and content creators on a contract basis. Perform social media management, graphic/photo/video editing, proofreading, customer support, WordPress updates, and calendar scheduling/management.
- 2010-2022** **WishList Products**
Customer / Technical Support Supervisor (Remote)
- Assist course learning companies with computer errors, set-up CMS (ContentManagement System) WordPress sites, and payment systems. Perform routine administrative officeduties such as financials, human resources, data entry, documentation creation, e-mail/social mediaresponses, and supervise tech support staff around the world. Assist with software development andbeta testing.
- 2008-2010** **Night Owl e-Ventures - (Writing)**
Freelance Copywriter/Graphics
- Assist course learning companies with computer errors, set-up CMS (ContentManagement System) WordPress sites, and payment systems. Perform routine administrative officeduties such as financials, human resources, data entry, documentation creation, e-mail/social mediaresponses, and supervise tech support staff around the world. Assist with software development andbeta testing.
- 2006-2008** **Café Coyote - San Diego, CA**
Media Editor / Marketing Manager
- In charge of marketing, e-mail blasts, referral programs, and video creation. Create all print and videoadvertisements for internet and traditional mediums. Promotional liaison with tourism boards, hotels,and vacation resellers.

EDUCATION

Westwood College of Technology - Anaheim, CA
Bachelor's of Science in Graphic Design & Multimedia

Rio Hondo Community College - Whittier, CA
Associate's in Marketing

