



SUMMARY

I'm an enthusiastic, proactive and responsible virtual assistant and take pride in my ability to get things done efficiently.

I have over **20 years'** administrative experience and, simply put, love those admin tasks that most hate!

My passion lies in helping people and businesses **realise and achieve their full potential**. I focus on understanding what it is that may be weighing you down or holding you back and provide the solutions to eliminate those issues.

I'm a keen and **fast learner** and always ready and willing to try my hand at something new.

I'm also a qualified Proofreader and Editor.

SOFT SKILLS

Google Workspace | Microsoft Office | ClickUp | Asana | Dubsado | Capsule | Instagram | Facebook | LinkedIn | GoCardless | Stripe | Eventbrite, and more

CONTACT DETAILS

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Email: hello@crucial-va.co.uk

Website: <https://crucial-va.co.uk>

Instagram & Twitter: @Crucial_VA

Facebook: <https://www.facebook.com/CrucialVA>

LinkedIn: <https://www.linkedin.com/in/shani-roberts/>

RECENT AND ON-GOING PROJECTS

INNOVATIVE MEDIA PUBLISHING COMPANY

LinkedIn outreach to prospective and existing clients
Networking event organisation
Event creation on Eventbrite
Co-hosting events
Attendee follow-up

BABY SLEEP AND HEALTH EXPERT

General email management
Answering client queries
Creating and sending questionnaires and proposals
Database creation and management on Trello

FINANCIAL INSTITUTION

Travel planning and booking
Visa applications
Correlating weekly and monthly reports

