

# Nicole Ashley

Virtual Assistant | Email: your.email@example.com | Phone: +63 XXX XXX XXXX | Location: Philippines

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## Professional Summary

Dedicated and detail-oriented Virtual Assistant with 4 years of experience providing administrative, customer service, scheduling, social media management, and data entry support. Skilled in managing multiple tasks efficiently, maintaining confidentiality, and delivering high-quality remote assistance to clients and businesses.

## Core Skills

- Email & Calendar Management
- Data Entry & File Organization
- Customer Support
- Social Media Management
- Appointment Scheduling
- Microsoft Office & Google Workspace
- Communication & Time Management
- Research & Administrative Support

## Work Experience

### Virtual Assistant

Freelance / Remote Work  
2022 – Present

- Managed emails, schedules, and appointments for clients.
- Assisted with customer inquiries and administrative tasks.
- Organized digital files and maintained accurate records.
- Provided social media support and online research.

### Administrative Assistant / Virtual Support Staff

Remote Client Support  
2020 – 2022

- Handled data entry and document preparation.
- Coordinated meetings and maintained calendars.
- Delivered professional customer service through chat and email.
- Supported daily business operations and reporting.

## Education

Bachelor's Degree / College Level  
Add Your School Name Here

## References

Available upon request.