



LADY KRISHNA ASI

·EXECUTIVE VIRTUAL ASSISTANT
·VIDEO EDITOR

PROFILE

As a highly skilled professional, I offer premium-quality services to clients seeking assistance in business management. Recognized for my persistence, quick learning ability, and capacity to work autonomously, I consistently deliver results in a timely manner. With a decade of experience in administrative roles, I am well-equipped to provide the exemplary service expected of an Executive Virtual Assistant.

CONTACT INFO.

Email ladykrishnaasi@gmail.com

Skype live:ladykrishnaasi

Mobile +639053179630

SOCIAL MEDIA



fb.com/ladykrishna



@journeywbooks



https://lnkd.in/fHrdy7v

WHAT I DO BEST



- Content Writing
- Transcription
- Web Research



- MailChimp
- Time Management
- Project Management



- Video Editing
- Canva/Photo Editing
- Administrative Tasks



WORK EXPERIENCE

2011 JOURNEY WITH BOOKS BLOG • BLOGGER

- Post online book reviews on the blog and other platforms.
- Promote books on the blog and other social media sites.
- Manage the social media accounts of the blog.
- Edit promotional photos meant for social media.

2013 ACT HEALTH MED. & REHAB. CLINIC • MEDICAL SECRETARY

- Management of all administrative tasks
- Organizing the patient's records
- Handles the schedule of patients, physical therapists, and doctors.
- Manage email and social media accounts.

2013 FREELANCE • CONTENT WRITER • PRODUCT DESCRIPTIONS

- Write well-researched articles for various clients.
- Write well-researched product descriptions for Amazon listings.

2017 VERBIT.AI/GOTRANSCRIPT • GENERAL TRANSCRIPTIONIST

- Transcribes audios and videos given by the client in a timely manner.

2017 GENERAL VIRTUAL ASSISTANT/VIDEO EDITOR

- Management of Administrative tasks like web research, data entry, email management.
- Manage email and social media accounts.
- Enter product listings to e-Commerce Platforms
- Edit videos for clients to be posted on their YouTube and other social media accounts

2020 VIADARMY • VIDEO EDITOR

- Conceptualizes and edits video projects requested by the clients.

2020 SHAUN COGGINS INC • EXECUTIVE ASSISTANT

- Management of Administrative tasks like web research, data entry
- Manage email and social media accounts.
- Ensure tasks are being done by the team on schedule.
- Create and post content on social media.
- Manage communication between the team, the client and the management,

SOFTWARE

Microsoft Office	● ● ● ● ●
Canva	● ● ● ● ●
Google Suits	● ● ● ● ●
Adobe Premiere Pro	● ● ● ● ●
Filmora	● ● ● ● ●
Trello	● ● ● ● ●
Vegas Pro	● ● ● ● ●

SKILLS

Administrative Tasks	● ● ● ● ●
Web Research	● ● ● ● ●
Data Entry	● ● ● ● ●
Basic Photo Editing	● ● ● ● ●
Video Editing	● ● ● ● ●
Transcription	● ● ● ● ●
Product Sourcing	● ● ● ● ●