

# **LADY KRISHNA ASI**

•EXECUTIVE VIRTUAL ASSISTANT •VIDEO EDITOR

## **PROFILE**

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

## CONTACT INFO.

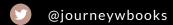
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## **SOCIAL MEDIA**





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 ASSSISTANT

- 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 SKILLS

