

# BLAKE ALLEN

## Virtual Executive Assistant

Remote, TX 77001  
email@example.com (000) 000-0000

Virtual Executive Assistant with 6 years of experience supporting business owners and startup leaders in remote-first environments

Efficient in online communication tools, digital filing systems, and managing schedules and deliverables across time zones.

## Professional Experience

### Virtual Executive Assistant *Freelance | Remote | August 2019 - Present*

- Manages inboxes, scheduling, and online meeting prep for up to four clients in industries including consulting, e-commerce, and software
- Builds client-specific systems for digital files, status tracking, and deadline reminders, increasing on-time task delivery by 50%
- Prepares weekly reports and performance metrics for small teams using Trello, Notion, and Google Workspace

### Remote Administrative Assistant *TaskPartner Agency, Remote | June 2018 - July 2019*

- Scheduled meetings and handled follow-ups for 10+ clients using shared calendar tools and Slack
- Built training documentation that helped onboard five new assistants in under two weeks
- Organized client task lists and project boards to streamline operations during quarterly planning

## Education

### Bachelor of Science (B.S.) in Business Technology | May 2018 *University of Houston, Houston, TX*

## Key Skills

- Calendar tools (Google, Outlook)
- Communication platforms
- Digital file management
- Inbox and scheduling
- Project task tracking
- Remote team support
- Virtual meeting prep

## Certifications

- Remote Work Professional Certificate | Workplacely | March 2020