

# OLIVIA OWENS

## Virtual Assistant

Skilled Virtual Assistant with a background in client management & coaching. 15+ years of experience as a Personal Assistant specializing in setting goals, calendar management, & graphic creation. Skills Include: Task creation & coordination, organizational development & management, Google Calendar, Canva, & Asana

### CONTACT INFORMATION:

Heyoliviakowens@gmail.com  
(404) 317-6889  
Griffin GA  
<https://instagram.com/oliviakowens/>

### EDUCATION

Dalton State College  
Bachelor's Degree - Psychology  
2013 - 2016

### SKILLS:

- Goal Setting
- General Researching
- Strategic Planning
- Scheduling
- Client / Team Management
- Data Entry / Organization
- Google Docs / MS Word
- Analytical Thinking
- Multitasking
- Attention to detail
- Effective time management
- Social Media management
- Correspondence
- Strong Initiative

### WORK EXPERIENCE:

#### Freelance Virtual Assistant

Independent Contractor

June 2013 - Present

- Google calendar management including but not limited to scheduling appointments & meetings.
- Administrative duties such as phone operations and correspondence control.
- Social Media management

#### Owner

Olivia K Owens

Jan. 2019 - Present

- Assisted 50+ clients in the development & implementation of task prioritization.
- Responsible for client management such as negotiations, contracting, budgets, invoicing, & workload distribution
- Created & executed a goal-setting method to ensure optimization of time management.

#### Virtual Assistant Coach

Olivia K Owens

May 2022 - Present

- Trained 5+ clients in the VA profession
- Taught VAs how to save their clients time & money through strategic planning.
- Identified potential profitable marketing opportunities.
- Managed the development of projects from inception to completion of the project closeout.
- Responsible for project cost accounting.
- Managed job budget and schedule.