

VIRTUAL ASSISTANT UPWORK PROPOSAL

HI,

IF YOU ARE DOING EVERY PART OF THE EPOXY FLOORING BUSINESS YOURSELF? OR MOST OF THE TASKS!?! LET ME FREE UP YOUR TIME SO YOU CAN FOCUS ON THE MOST IMPORTANT PARTS OF YOUR BUSINESS.

I AM AN EXPERIENCED VIRTUAL ASSISTANT READY TO HELP YOU TAKE YOUR BUSINESSES FROM REACTIVE TO PROACTIVE. I HAVE OVER 4 YEARS OF EXPERIENCE IN CUSTOMER SERVICE (CHAT AND EMAIL SUPPORT). I PROVIDED THE NECESSARY INFORMATION TO CUSTOMERS, ANSWERED THEIR ENQUIRIES AND HELPED SOLVE THEIR ISSUES AND BUILT AND MAINTAINED POSITIVE RELATIONSHIPS WITH THEM. I ALSO HAVE A LOT OF EXPERIENCE IN FILES MAINTENANCE, PRODUCT ORDERING, MEETINGS AND APPOINTMENTS SCHEDULING, WEB RESEARCH AND DATA ENTRY FOR BUSINESS TO BUSINESS OR BUSINESS TO CUSTOMER MARKETING PURPOSES.

I AM COMMITTED TO PROVIDING ACCURATE WORK, CONTINUOUS UPDATES ON THE PROGRESS OF THE PROJECTS WITH QUICK TURNAROUND TIMES. I AM AVAILABLE TO WORK 8 HOURS A DAY (YOUR LOCAL TIME IF REQUIRED).

I HAVE EXPERIENCE IN USING:

ZENDESK, SPREADSHEETS, GOOGLE SUITE, MS OFFICE, SLACK, TRELLO AND ASANA.

IF THIS SOUNDS LIKE WHAT YOU ARE LOOKING FOR! MESSAGE ME TO DISCUSS WORK FURTHER!

THANK YOU

YOUR NAME

