



# CHRISTINE DAVIS

## VIRTUAL SPECIALIST

### Profile

I am a qualified and professional Virtual Specialist with over seventeen years of experience in administration and content creation. Strong creative and analytical skills. Team player with an eye for detail.

## EXPERIENCE

ANOINTED ASSISTANT

**2005 - Present**

### ADMINISTRATION SUPPORT

- Expert at providing administrative and business support
- Design presentations and assorted documents
- Oversee emails
- Virtual Office Management
- Adept with Microsoft Office Suite

### WEB CONTENT MANAGER

- Database administration and website format
- Sustain Website
- Educational institutions and online classroom management

### CONTENT CREATION

- Construct social media graphics
- Design and edit videos
- Create fliers and Newsletters
- Manage and Assemble CRM
- PowerPoint Creation
- Media Kit Creation
- Cultivate Graphics and Informational Visualizations
- Uphold company branding
- Design and maintain Branding Templates



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## EDUCATION

**SNHU**

MBA

**JSU**

BA - Biology

- The Strategy of Content Marketing - Certificate (Currently Attending) - University of California, Davis
- Certification in Office Procedures, Microsoft Word/Excel, Transaction Coordination (Real Estate)
- Viral Marketing
- Marketing on the World Wide Web
- Customer Service
- Constant Contact
- HootSuite

## SKILLS

- Professional
- Skilled at multitasking
- Meticulous and committed
- Insightful
- Aptitude to work efficiently and independently in a fast-paced virtual environment
- Diligent
- Reliable
- Motivated
- Self-Starter
- Organized
- Responsible
- Achiever
- Creative problem solver