



RYAN JAMES REYES

GENERAL VIRTUAL ASSISTANT

Contact

Email

ryanreyesvirtual@gmail.com

Website

www.ryanreyesvirtual.com

Facebook

[ryanreyesvirtual](https://www.facebook.com/ryanreyesvirtual)

Linkedin

<https://www.linkedin.com/>

Book A Call

calendly.com/ryanreyesvirtual

Expertise

- Lead Generation
- Appointment Setting
- Email Management
- Data Entry
- Customer Service
- Real Estate VA
- Bookkeeping
- Basic Graphic Design

Certifications

- General Virtual Assistant (Wedodemy)
- Xero Advisor Certificate
- The Fundamentals of Digital Marketing

About Me

As a dedicated and resourceful General Virtual Assistant, I am committed to providing exceptional support and streamlining operations for individuals and businesses. With my expertise in various work like administrative tasks, communication, and organization, I thrive in creating efficient workflows and fostering positive relationships to my clients and their businesses.

Experience

Virtual Assistant | 2023 - Present

I provide flexible solutions and a fresh perspective to businesses and clients. With my expertise, I bring innovation, efficiency, and adaptability to various administrative tasks remotely. Delivering quality results virtually while also giving time freedom and increased productivity to my valuable clients.

Basic Graphic Designer | 2023 - Present

I create everything from logos and marketing materials to website layouts, ensuring that each design effectively communicates its intended message. I work closely with clients to understand their vision and tailor designs to their unique needs.

Bookkeeper | 2023 - Present

I manage financial records, track expenses, and ensure that everything is accurately documented with precision and care. I analyze your financial data to identify trends, opportunities, and areas for improvement. By doing this, I provide my clients with insights into the business's financial health.

Customer Service | 2 years

During my 2 years as a customer service representative, I handled Samsung products as technical support (TSR) and priceline.com as customer service 2 (CSR II). As TSR, I systematically explain the steps needed to troubleshoot the customer's devices. As for being CSR II, my attention to detail and critical thinking in assisting them with their reservations was elevated to enjoy their vacation or business trip. My multitasking skills and effective communication allow me to talk to them while doing their requests, leaving them a satisfying impression and keeping them as valuable assets to the company.