



Suzy Bolick

CERTIFIED VIRTUAL ASSISTANT

MY SERVICES

I am a certified Virtual Assistant and can help your business with my areas of expertise including website development, summit and webinar mgmt, landing pages, email mgmt, and much more!

STRENGTHS

- Self-Starter
- Dependable
- Honest
- Detailed-oriented
- Excellent communicator
- Creative
- Organized



EDUCATION



My VA School

Virtual Assistant Certification, 2020

Miami University

Bachelor of Science in Systems Analysis, 1985

PROFESSIONAL ACCOMPLISHMENTS

Owner of Midlands Transcription, LLC

Managed teams of independent contractors to provide medical transcription services for physician offices

Computer Software Development - PMSC/CSC

Supervised team of programmers to develop computer software for the insurance industry and did project management work.

AREAS OF EXPERTISE



- Website Development/Maintenance
- Basic Graphic Design
- Creating/Designing Sales Pages
- Opt-In Pages
- Webinar and Summit Management
- Email Management
- Social Media Management
- Project/Task Management
- Copy Editing/proofreading

SOFTWARE



- Microsoft Office
- Canva
- Adobe Illustrator
- Adobe Photoshop
- ClickFunnels
- Leadpages
- OptimizePress
- Wordpress
- Aweber
- MailChimp
- Outlook
- CSS Coding
- Zoom
- Google Suite
- Jotform
- Trello

CONTACT INFO



803-470-6679 (call or text)



admin@suzyvirtualservices.com



suzyvirtualservices.com



@SuzyVirtualServices



linkedin.com/in/suzy-bolick-6b5774204