

Kylla josephine

Expert Executive Virtual Assistant | Administrative Support | Calendar & Inbox Management

SUMMARY

Successfully supported business owners, entrepreneurs, and growing companies by delivering reliable executive virtual assistant and administrative support. Managed calendars, inboxes, appointment scheduling, customer communication, CRM updates, data entry, lead generation, internet research, document preparation, file organization, travel coordination, and reporting with accuracy and professionalism. Proficient in Google Workspace, Microsoft Office, Excel, Google Sheets, HubSpot CRM, Zoho CRM, Trello, Asana, ClickUp, Slack, Zoom, and Canva, helping businesses improve productivity, streamline operations, save valuable time, and maintain efficient daily workflows.

TECHNICAL SKILLS

Main Technical Skills	Data Entry, Google Docs, Microsoft Power Virtual Assistant
Google Cloud Platform	Google Docs

Executive Virtual Assistant | Administrative Support Specialist

I provide reliable virtual assistant and executive support services that help business owners, entrepreneurs, and growing companies stay organized, productive, and focused on business growth. I manage daily administrative tasks, streamline workflows, and ensure operations run efficiently while maintaining professionalism and confidentiality.

My expertise includes email and inbox management, calendar scheduling, appointment coordination, travel arrangements, customer support, CRM management, data entry, web research, document preparation, file organization, and business reporting. I am experienced in using Google Workspace, Microsoft Office, Excel, Google Sheets, Canva, Slack, Zoom, Trello, Asana, ClickUp, HubSpot CRM, Zoho CRM, and other productivity tools to improve communication and workflow.

I am detail-oriented, highly organized, and committed to delivering accurate, timely, and high-quality support. Whether managing executive schedules, handling administrative operations, organizing business documents, or supporting customer communications, I help businesses save valuable time, improve efficiency, and maintain smooth day-to-day operations while allowing business owners to focus on strategic growth and serving their clients.