

# VIRTUAL ASSISTANT

## EXPERIENCES

Villa Manager Sept 2016- May 2017 in Seminyak, Bali.

Customer care & Sales Agent July 2017 - Jan 2018 at Kibarer Property, Bali.

General Affair & Administration Officer Jan 2018 - April 2019 at Lokananta Consulting, Bali.

Personal and Administrative Assistant March 2019 - Oct 2020 at Start A Juice Bar Agency, US Based

Virtual Assistance Sept 2020 - Present - World Wide Clients (of State Farm Agent California, Breathwork, Thom.entertainment)

## AVAILABLE SERVICES

- Researcher
- Content Creator
- Content Planner
- Customer Service
- Event Management
- Event Planner
- Project Management
- Database Management
- Human resources
- Social Media Management
- Moderating Online Communities
- Transcriber/ Translator (English & Bahasa Indonesia)
- Travel Assistant
- Bookkeeping



# VIOLA

*Ardhianti*

I am an experienced and creative Personal Administrator Assistant and Assistant Manager. I am quick to learn, love to take initiative, and extremely motivated to develop my skills and grow professionally in almost any sector. I am told one of my strengths is communication and networking. I am happy to lead a team or to work with an established team, or I can equally work independently.

## CONTACT:

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