

# DIANE RILEY

VIRTUAL ASSISTANT

## PERSONAL PROFILE

Relocated from London, UK to Jamaica. Extremely motivated to constantly develop my skills and grow professionally. I am confident in my abilities to be proactive and provide great administrative support to any business.

## SOFTWARE

Microsoft Office  
GSuite  
Wordpress  
Mailerlite  
Canva and other apps

## CONTACT

diane.teamworkdream@g  
mail.com



## EDUCATION

Northern Caribbean  
University  
Associate in Business  
Administration

Chartered Institute. for  
Securities & Investment  
IAQ in CIS Administration

## SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions, suggest ideas and deliver quality results

## WORK EXPERIENCE

### **Freelance Virtual Assistant/Proofreader/Transcriber**

AUG 2015 - PRESENT

- Content Creation and Management
- Email Management
- Social Media Management
- Ghostwriting
- Proofreading and Editing
- Internet Research

### **IDTM - Remote Doping Control Officer (P/T)**

JUN 2011 - PRESENT

- Create budgets and invoices for local travel missions
- Monitor and utilize sporting federation databases for diary management
- Write confidential reports in a time critical manner and arrange laboratory packages for overseas analysis
- Communicate with a range of sporting technical staff and athletes in a professional manner

### **Tundra Process Solutions, Virtual Exec. Assistant**

JAN 2015 - AUG 2015 (CALGARY, CANADA)

- Diary management
- In-depth research and reporting of the Oil and Gas industry

READY TO WORK  
WITH YOU

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VIRTUAL ASSISTANT

## WORK EXPERIENCE

### **Tundra Process Solutions cont.**

JAN 2015 - AUG 2015

- Drafting of Quality Management System documents
- Proofreading of various documents for publication

### **Investment Association (UK), Communications Co-ordinator**

SEPT 2001 - MAR 2011

- Arranging Parliamentary Press events
- Designed, co-ordinated and proofread all IA publications within strict deadlines and budgets.
- Assisted with membership queries
- Liaised with various press officers and reporters
- Updated the IA and third-party provider websites
- Provided a thorough research role
- Co-ordinated and arranged training seminars, workshops and members' meetings

### **Financial Conduct Authority (UK), Personal Assistant**

OCT 1998 - AUG 2001

- General diary management and admin tasks
- Arranged cost-effective foreign and domestic travel
- Created easy to use filing systems
- Team co-ordinator role for other admin support

## CONTACT

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@teamworkdream



## COMPUTER PROFICIENCIES

- Excellent internet research skills
- Create attractive graphics using various apps with images and fonts such as Pinterest design
- Create and copywrite automated email sequences to attract and engage customers and other businesses.