

Kim Zegar

Virtual Assistant



About Me

Hi! I'm so excited that you have chosen to explore my portfolio. Helping businesses achieve their goals is my passion, and I'm thrilled that with my assistance you will have more time for your own passion project. I thrive while working independently, which means you can be confident when leaving tasks for me. The type of work that lights me up is anything involving organization and/or spreadsheets. You need data analyzed that includes multiple nested if formulas? You have an overwhelming amount of email to sort through and appointments to book? I'm your gal!



Contact



908.420.3475



Kimberlylynn7@gmail.com



[Kim Lynn Zegar](#)



[/KimLynn07](#)

Virtual Assistance

Calendar Management
Email Management
Light Graphic Design
Data Entry



Social Media & Content Management

Content Repurposing
Graphics Creation
Audiogram Creation
Search Engine Optimization



Finance Management

Create Invoices
Track Receivables
Analyze Expenses
Year Over Year Analytics



Business Management

Creation of Operating Procedures
Review of Website Strategy
Reporting and Analytics
Project Management



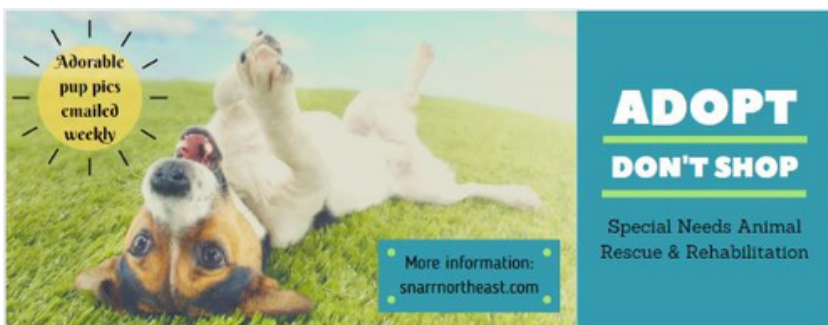
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My Work



Portfolio



Kimberlylynn7@gmail.com

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Education

Virtual Assistant Internship
90 DAY VA CERTIFICATE

Pauline Malubay Virtual Services
INTERNSHIP

Empire State College, SUNY
MBA - LEADERSHIP

Rutgers University
BFA - THEATRE ARTS

Skills

- Microsoft Office
- Canva
- Facebook
- Asana
- HootSuite
- Quickbooks
- MailChimp
- Skype
- Google Suite
- Basic Photoshop
- Instagram
- Trello
- Planoly / Later
- Freshbooks
- A/P & A/R
- Evernote
- Zoom
- PrisimHR
- Audacity
- Descript
- Cloze
- Wave Accounting
- Communication
- Attention to detail

Client Love



When it became apparent that a project would take more time than I had, Kim stepped up to take on the required research. She was thorough and timely; able to meet a last-minute 12-hour deadline. I would highly recommend Kim to assist with your next project.

Ciera M. Owner, TopFlight Exteriors

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