



ARIANNE

[VIDEO INTERVIEW](#)

EXPERTISE SKILLS

- Administrative Support
- Executive Assistance
- Financial Planning Assistance
- Calendar Management
- Email Management
- Social Media Management
- Customer Service
- Appointment Setting
- Data Entry
- CRM Management
- Invoice Processing
- Accounts Receivable
- Billing Support
- Client Communication
- Client Relationship Management
- Report Preparation
- Financial Reporting Support
- Document Management
- WordPress Content Management
- Subscription & Renewal Management
- Account Reconciliation
- Travel Coordination
- Zoom Meeting Coordination
- Organization & Multitasking

TOOLS

- Salesforce
- Xplan
- Zendesk
- WordPress
- Siebel
- Zoho CRM
- QuickBooks
- HubSpot
- Pipedrive
- Canva
- Slack
- Monday.com
- Mailchimp
- Google Workspace
- Microsoft Office Suite
- Google Calendar
- Calendly
- Zoom

Creative Magazine Layout Designer with 5+ years of experience designing visually engaging editorial publications, magazines, catalogs, and print-ready marketing materials. Proven track record of creating clean, reader-focused layouts, maintaining brand consistency, collaborating with editors and content teams, and delivering high-quality publications that meet strict production deadlines. Brings strong expertise in Adobe InDesign, Photoshop, Illustrator, typography, editorial design, and print production, helping organizations produce polished publications that enhance readability, strengthen brand identity, and captivate audiences.

WORK EXPERIENCE

GENERAL VIRTUAL ASSISTANT

Wing | October 2024 – December 2025 (1 Year, 3 Months)

- Managed administrative and operational tasks including WordPress content updates, email management, renewal invoice processing, subscriber reconciliation, investment news reporting, monthly renewal and cancellation summaries, and CRM data maintenance to ensure operational accuracy.

DIGITAL COMMUNICATION SPECIALIST

HomeSourced | March 2023 – February 2024 (1 Year)

- Coordinated travel reservations through email, SMS, and Zoom, created engaging digital content, scheduled calendar invitations, and supported client communications to ensure seamless travel coordination.

FINANCIAL PLANNING ASSISTANT

VA Platinum | August 2022 – January 2023 (6 Months)

- Supported financial planners through administrative assistance, data entry, data collection, document preparation, and day-to-day operational support to improve workflow efficiency.

CLIENT GUIDE

KorunaAssist BackOffice | February 2022 – July 2022 (6 Months)

- Managed client inquiries, handled inbound calls, assisted customers with account-related concerns, prepared implementation documents, and maintained positive client relationships.

CUSTOMER ACCOUNT RESOLUTION SPECIALIST

Dreamscape International | January 2021 – January 2022 (1 Year, 1 Month)

- Assisted customers via phone and email, processed registrations and renewals, verified transaction authenticity, and resolved account-related concerns while ensuring excellent customer service.

COMPLAINTS & RELATIONS MANAGER

Telstra International | April 2018 – January 2020 (1 Year, 10 Months)

- Managed customer complaints for individual and small business accounts, resolved billing concerns, supported sales consultants, and delivered high-quality customer service through effective issue resolution.

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