



CHENNE

[VIDEO INTERVIEW](#)

WORK EXPERIENCE

EXECUTIVE VIRTUAL ASSISTANT

Premier Alliance, LLC | 2021 – 2025 (4 Years)

- Provided executive and back-office support by assisting the CEO with commercial insurance accounts and certification issuance, handling documentation and record management, supporting HR/payroll bookkeeping tasks, and processing mail and related documents for Personal and Auto Lines teams.

TEAM LEADER/QA ASSISTANT

Virtual Workforce Professionals | 2020 – 2025 (5 Years)

- Led and coached team members to achieve performance targets, conducted quality monitoring and compliance reviews, generated performance reports, and recommended process improvements to enhance productivity and service standards.

LINKEDIN LEAD GENERATION SPECIALIST

Purity Labs, USA | 2023 – 2024 (1 Year)

- Sourced and qualified leads using LinkedIn Sales Navigator, Expandi, and ZoomInfo, managed outreach and follow-ups via LinkedIn chats and InMails, and organized daily lead tracking in spreadsheets.

CAMPAIGN ASSISTANT/LINKEDIN LEAD GENERATION SPECIALIST

LeadBaller, USA | 2019 – 2023 (4 Years)

- Managed multiple client LinkedIn accounts by sourcing leads through Sales Navigator, uploading prospects into CRM systems, sending outreach messages, scheduling follow-ups, updating daily activity, and forwarding qualified responses to appointment setters.

SKILLS/AREAS OF EXPERTISE

- Lead Generation
- LinkedIn Lead Generation
- CRM Management
- Data Entry
- Administrative Support
- Executive Virtual Assistance
- Campaign Management
- Appointment Coordination
- Client Account Management
- Quality Monitoring & Reporting
- Team Leadership & Coaching
- Process Improvement
- Bookkeeping Support
- HR & Payroll Support
- Record Management

TECHNOLOGY

- HubSpot
- Salesforce
- LinkedIn Sales Navigator
- GoHighLevel
- Expandi
- ZoomInfo
- Google Sheets
- CRM Systems
- LinkedIn Messaging/InMail

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