



About Virtual Valorie

I am Valorie, your professional, **human**, virtual assistant.

As a **Professional Proactive Problem-solver**, I specialize in delivering top-notch digital and print marketing solutions, efficient admin support, and expert personal assistance as well as notary services in the West GA area!

Current and past clients include small businesses and entities in Georgia as well as across the nation - from Florida to Washington State!

My specialties include real estate marketing, social media management, and general administrative support.

In this age of Artificial Intelligence (AI,) it is important to work with a professional who knows the benefits, as well as the limitations, of such technology yet is nearby & just a phone call away to provide a PERSONAL touch to help streamline your processes and even exceed your business goals!

PRIOR WORK HISTORY

- *AIRLINE PROFESSIONAL - IT ANALYST, HELP DESK TEAM LEAD, WEB ADMINISTRATOR*
- *REALTOR, GMAC /METRO BROKERS*
- *EXECUTIVE / PERSONAL ASSISTANT FOR MARKETING FIRM*
- *EXECUTIVE ASSISTANT FOR HIGH PROFILE CPA FIRM*

REAL ESTATE SUPPORT

With a prior background as a REALTOR, real estate support comes second nature to me!

VOLUNTEER PROJECTS

WEB ADMIN & COMMUNICATIONS DIRECTOR FOR WOMEN'S CLUB

Approached by member of the board to assume role of redesigning the club's website and maintaining site administration.

SOCIAL MEDIA COORDINATOR FOR MARKETING FIRM (Confidential Client)

Responsible for scheduling and posting content for various clients on multiple platforms using current tools and technologies.

Planned & helped organize several high school class reunions; developed website for the Bremen Class of '83.