**Cormier Ray**  
Virtual Assistant | Administrative Support | Client Relations  
📍 Louisiana, United State | 📞 +1 (702) 775-4062 | 📧 martinsuarez0306@hotmail.com |

**Professional Summary**

Detail-oriented and tech-savvy Virtual Assistant with over 5 years of experience providing high-level administrative, technical, and customer service support to entrepreneurs, executives, and small business owners. Proven ability to manage calendars, handle correspondence, maintain CRMs, and streamline daily operations with discretion and professionalism. Committed to improving client productivity through proactive problem-solving and exceptional organizational skills.

**Core Competencies**

* Executive & Administrative Support
* Email & Calendar Management
* CRM & Data Entry (HubSpot, Salesforce, Zoho)
* Travel Planning & Event Coordination
* Project Management (Asana, Trello, ClickUp)
* Social Media Scheduling (Buffer, Hootsuite)
* Customer Service & Live Chat
* Microsoft Office & Google Workspace
* File Management (Dropbox, Google Drive)
* Time Management & Task Prioritization

**Professional Experience**

**Freelance Virtual Assistant**  
Self-Employed | Remote | *Jan 2021 – Present*

* Manage scheduling, travel, and inboxes for 3 executive-level clients across time zones
* Coordinate virtual meetings, webinars, and client follow-ups
* Perform data entry and lead management within CRM platforms
* Draft, proofread, and format business communications and reports
* Provide customer support via email and live chat for e-commerce businesses
* Maintain confidentiality and ensure HIPAA compliance (where applicable)

**Administrative Assistant (Remote)**  
Optimate|| iworker | Remote | *Feb 2022 – Nov 2024*

* Supported senior consultants with document preparation and database updates
* Scheduled client calls, organized files, and handled invoicing via QuickBooks
* Maintained Trello boards for multiple ongoing projects and deadlines
* Conducted basic social media monitoring and content scheduling

**Education**

**Bachelor of Business Administration (BBA)**  
University of Stanford | *2014 – 2018*  
Focus: Finance and Accounting

**Certifications**

* **Certified Virtual Assistant** – VA Institute (2021)
* **Google Workspace Administrator Certificate** (2022)
* **HubSpot CRM for Beginners** – HubSpot Academy (2023)

**Technical Skills**

Google Workspace | Microsoft 365 | Zoom | Slack | Trello | ClickUp | Canva | Notion | Dubsado | Calendly | Loom| QuickBooks| Zoho| Honeybook|

**References**

Available upon request.