



# MARION FALCONE

## VIRTUAL ASSISTANT

### WHAT I DO / WHO I HELP

I offer you solutions. I help clients increase their revenue by taking tasks off their plates and freeing them up to offer you solutions to implement new business strategies.

### PROFESSIONAL EXPERIENCE

#### EVENT SPECIALIST

#### ADVANTAGE SOLUTIONS

- Interact in a friendly, enthusiastic, and outgoing manner with management and customers.
- Timely completion of all call reports, paperwork, and ongoing training.
- Assess customers' needs and interests to best recommend products.
- Generate brand awareness and positive product impressions to increase sales.
- Check voice mails and emails.
- Study product materials to develop product knowledge.
- Participate in scheduled calls with Supervisor/others as needed.
- Line up event schedules in order or business.

#### FILE CLERK

#### SCHOOL DISTRICT

Creating or update records with new files and information.

Enter paperwork into an electronic system by data entry.

Creating or update records with new files and information



### CONTACT ME!



570-618-2299



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[linkedin.com/in/marion-falcone-virtual-assistant](https://www.linkedin.com/in/marion-falcone-virtual-assistant)

### SKILLS & SERVICES

- ✓ Customer Service
- ✓ Administrative Assistant
- ✓ Data Entry
- ✓ Task Management
- ✓ Computer Skills
- ✓ organizational Skills
- ✓ Dealing with delinquent accounts

### TRAINING & EDUCATION



Horkey HandBook VA-Certified



Xero advisor certified  
Certified date 19/05/2021



Quickbooks Proadvisor  
Certificate {in progress}

### CERTIFICATES

*Certificate of Completion "Quickbooks online solutions for client" [TRAINING]  
Dated 22/05/2021*

**intuit.**

*Bookkeepers Launch Certified  
{in progress}*

