

DEBBIE CASSITY

VIRTUAL ADMINISTRATIVE PROFESSIONAL

PROFILE

Virtual Administrative Professional with over 10 years of experience providing diverse assistant services and project management skills to business owners. Proven experience in collaborating with a variety of professionals and organizations to create, analyze, and execute strategic plans in order to support and further corporate goals.

CONTACT

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EDUCATION

University of MN-Twin Cities
Bachelor of Arts, 2001

University of Wyoming, Laramie, WY
College of Arts & Sciences, 1995-1998

PROFESSIONAL SKILLS

- Business Development
- Client Communication
- Database Management
- Data Entry & Processing
- New Product Management
- Customer Service & Confidentiality
- Marketing and Sales-Digital & Traditional
- Website Management
- Social Media
- Calendar Management
- Executive Travel Management
- Invoice Management

EXPERIENCE

Virtually Unique, 2010- Present
Virtual Assistant, Owner

Coldwell Banker Burnet/Property Brokers of MN, 10/2004-5/2010
Realtor, Real Estate Consultant

Mayo Clinic, 8/2000-10/2004
Patient Account Services, Financial Representative

Delta Data, Inc 9/1998-5/2000
Information Database Manager/
Trainer