Chloe Bennett

Virtual Assistant

Virtual assistant with 6 years of administrative experience, supporting 6 small-business owners remotely from Nashville. Handles inbox management, calendar management and client follow-ups, runs projects in Asana and builds presentations in PowerPoint. Self-directed, quick in Google Workspace and Microsoft Office, and reliable across time zones.

chloe.bennett@email.com (615) 555-0171 Nashville, TN linkedin.com/in/chloebennett

EXPERIENCE

Virtual Assistant

04/2023 - Present

Harpeth Remote Assistants — Nashville, TN (Remote)

Remote administrative support agency serving coaches, agencies and online retailers.

- Streamline inbox management for 6 clients, sorting **300+** emails a day and drafting routine replies.
- Coordinate calendars across 3 time zones, setting up 40 client calls a week with zero double bookings.
- Track client projects and deadlines in Asana, moving about 25 open tasks per client each week.
- Produce monthly sales reports in Excel and pitch decks in PowerPoint for 4 clients.

Administrative Assistant

06/2020 - 03/2023

Music Row Realty Group — Nashville, TN

Residential real estate brokerage with 15 agents.

- Coordinated closings for 120 home sales a year, sending documents and reminders on schedule.
- Updated listing data in the MLS and in Google Workspace sheets for 15 agents.
- Designed flyers and social posts in Canva for 200+ listings.
- Scheduled 50 showings a week on shared calendars for 15 agents and confirmed each with buyers by text.

Student Office Assistant

08/2018 - 05/2020

Middle Tennessee State University Department of Marketing — Murfreesboro, TN

Part-time campus job while completing a communication degree.

- Managed the department inbox, answering 60 student emails a week within one business day.
- Built sign-up sheets in Google Workspace for 12 career nights a year.
- Entered 400 internship evaluation forms a semester into Excel for faculty review.

SKILLS

Inbox Management
Calendar Management
Asana
Google Workspace
Microsoft Office
PowerPoint
Excel
Canva
Time Management
Attention to Detail

EDUCATION

Bachelor of Science

05/2020

Middle Tennessee State University

Murfreesboro, TN

Communication

CERTIFICATES

Asana Certified Pro

09/2024

Asana Academy