Dweet

Elisabeth Peters

Virtual Assistant / Social Media Manager

◎ Slough, UK

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Links

in [LinkedIn](#)

Languages

English (Native)

Spanish (Basic)

About

Bachelor Hons Degree at University College Birmingham

Hi, I'm Elisabeth

I am an experienced Virtual Assistant offering flexible business support. I generally work with founders, start-ups, CEOs and small business owners who need an extra pair of hands.

What I can help with:

Virtual PA & EA Support
Data & Research
CRM Support
Customer Support
Social Media Management

Systems I work with:

Google Workspace, MS Office, Trello, Notion, MailChimp, LinkedIn, Facebook, Instagram, Twitter, YouTube, Pinterest, TikTok, iMovie, Canva, Calendly.

Please reach out if you have any questions, I look forward to working with you. Email: Elisabeth_peters96@hotmail.co.uk

BRANDS WORKED WITH

AlphaBatem Labs   Be You Hair and Beauty   Lisa Franklin London   Perrior

Transcendence Products LTD   Urban Decay Cosmetics

Experience

● Virtual Assistant/ Marketing Support

AlphaBatem Labs | Dec 2022 - Jun 2023

● Virtual Assistant

| Oct 2022 -

● Virtual Assistant

Transcendence Products LTD | May 2022 - Oct 2022

Assisting sole director with day to day responsibilities.
   Email/inbox management.
   Monitoring and reporting weekly ads campaigns for Amazon sales.
   Organising and maintaining founders diary, coordinating appointments, conference calls and keeping
the diary up to date.
   Taking minutes in certain meetings.
   Assisting with social media (content creation and engagement mainly IG and Facebook).
   Reaching out to new Business contacts under Director's instruction.
   Performing weekly trending product research tasks for the director to review and launch new product
lines accordingly.

● Executive Personal Assistant

Lisa Franklin London | Nov 2021 - May 2022

● Professional Makeup Artist/ Receptionist

Be You Hair and Beauty | Oct 2020 - Nov 2021

● **Makeup Artist**

Perrior | Apr 2019 - Sep 2019

Makeup artist in an independent studio in Australia

● **Makeup Artist**

Urban Decay Cosmetics | Nov 2016 - Nov 2018

Education & Training

2014 - 2017   ● **University College Birmingham**

Bachelor's degree,