



Lynda Rae Madaghiele

Cell + Text [480-495-7153](tel:480-495-7153)

Email Lyn@GreatCardsAndVirtualAssistance.com

Website GreatCardsandVirtualAssistance.com

Your business will thrive with greater efficiency as the result of my outstanding detail-oriented virtual administrative support, relationship marketing, and customer care services.

Experience

- Virtual assistant: [13 years](#)
- Onsite administrative & executive assistant: [27 years](#)
- Self-employed: [28 years](#)
- Volunteer coordinator for worldwide convention: [10 years](#)
- Private business college instructor: [9 years](#)
- Stress management facilitator and instructor: [10 years](#)

Skills

- Virtual assistance
- Microsoft Office 365 software
- Virtual event support
- Relationship & appreciation marketing
- Proofreading & editing
- Database maintenance
- Written & verbal communications
- English grammar and punctuation
- Transcription, typing, spreadsheets
- Project coordination
- Meticulous attention to detail
- Internet research
- Team player
- Self-starter, self-directed

Education:

B.S., Business Education
Oklahoma State University
Stillwater, Oklahoma

Post-graduate studies in instruction:
Northern Arizona University
Extension

Phoenix, Arizona

Certified Stress Management
Facilitator & Instructor

3 in 1 Concepts; Burbank, California

Virtual Assistant, Team Member

Open Sky Sales and Marketing: Phoenix, Arizona

Provide virtual project support for expos; prepare Excel spreadsheets, support documents and weekly status reports; track exhibitor contracts, proofread marketing materials, send customer service emails and conduct activation phone calls/zooms with exhibitors, conduct internet research and make community outreach calls to help boost attendance at events, collect post-event feedback from participants, participate in internal team calls and planning, interface with client's team members.

Virtual Assistant

Big Zephyr Music

Provide virtual project support for band manager/drummer, create event contracts and send for e-signature, track contracts in spreadsheets, interface with clients via phone, post events to website, edit Google calendar, send thank you cards with gifts to clients, send gig anniversary cards, provide occasional stress management coaching.

Co-owner, Coordinator, Facilitator, and Administrator

Lynray, Inc.: Sioux Falls, South Dakota

Provide project support for speaking engagements and workshops; proofread contracts, marketing, and workshop materials; maintain databases, design and send greeting cards for relationship and appreciation marketing purposes, proofread AI transcripts of audio files, type documents, perform basic accounting and daily organizational operations.

Relationship & Appreciation Marketing Consultant, Affiliate, and Virtual Assistant

SendOutCards: Salt Lake City, Utah

Perform daily operations including management, customer service, database management, computer-based design of greeting cards and card campaigns, virtual assistance for customers to help with their relationship & appreciation marketing efforts.

Executive Assistant

American Express TRS Co.; Phoenix, Arizona

Genesis SE Project, Strategic Business Systems Development

Provided administrative support for vice president and 80 team members; initiated and conducted special interactive stress reduction talks & demos for team meetings and individual coaching.

Instructor, Administrative Assistant

National Education Center; Phoenix, Arizona

Taught wide variety of adult education business and secretarial courses; assisted with student / teacher course scheduling, maintained students' academic records and computerized attendance, coordinated graduation exercises.

Various Instructor, Curriculum Consultant, Assistant Director, and Administrative support positions

Apollo Education Corporation; Phoenix, Arizona

Lynda Rae Madaghiele

Cell + Text [480-495-7153](tel:480-495-7153)

Email Lyn@GreatCardsAndVirtualAssistance.com

Website GreatCardsandVirtualAssistance.com