

KVT CREATIVE



Kristina Alexander

Virtual support with a creative touch

About Me

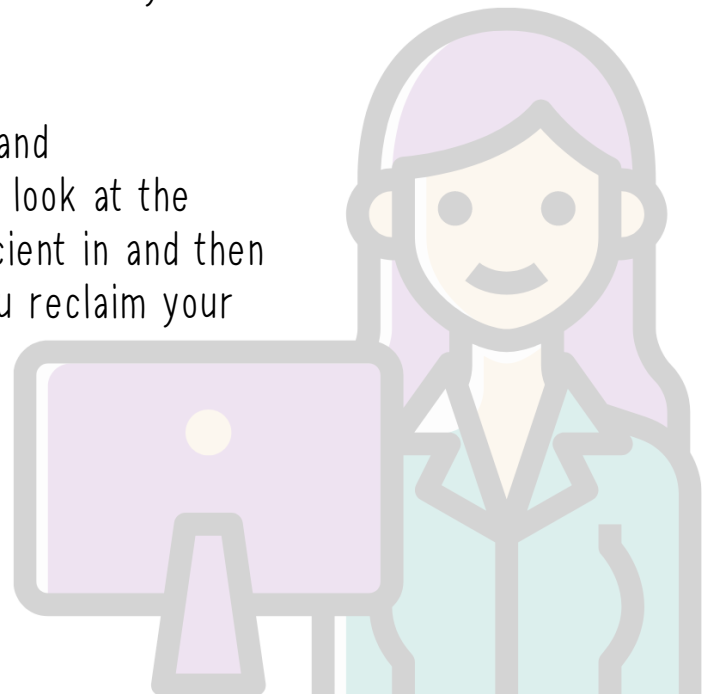
My name is Kristina Alexander and I am a Virtual Assistant with 16+ years of experience as an Executive Assistant at a not-for-profit nursery school in New York City. I am also a photographer with a Bachelor's degree in Studio Art with a focus on Photography.

I am excited to offer my skills to a more varied clientele. In the past I have successfully assisted clients with all facets of silent, online and live auctions. Most recently I assisted with setting up Google Classrooms, managed student and teacher access, as well as posted and organized files and moderated Zoom sessions.

I will help you reclaim hours of your time every week. Let me manage your databases, invoicing, emails, newsletters and social media platforms. I will organize and maintain your cloud storage accounts so you will always find what you need.

I look forward to using my artistic, clerical and organizational skills to work for you. Take a look at the different systems and processes I am proficient in and then schedule a call to discuss how I can help you reclaim your time.

~ Kristina



Processes & Systems

Administrative Support

- Email Management and Correspondence
 - Constant Contact
 - Gmail
 - Outlook
- Electronic Filing and Management
 - Dropbox
 - Google Drive
- Online Research
- Sourcing and Ordering

Human Resources

- Recruiting Support
 - Ad Posting
 - Pre-Screening
- Employee Onboarding
 - Welcome Package Preparation
 - Employee File Management
 - Onboarding Call and Handbook
 - Paychex Enrollment and Management
 - Fidelity Enrollment and Management

Event Support

- Email Management
- Research and Secure Vendors
- Communicate with Vendors and Sponsors
- Template and Document Creation
- Journal Layout & Ad Creation
- Registration Management
- Online Auction Creation & Management
 - Bidding for Good

Bookkeeping

- Invoicing with
 - QuickBooks
 - Square
 - PayPal
- QuickBooks Input and Reconciliation
- Accounts Receivable
- Accounts Payable

Marketing Support

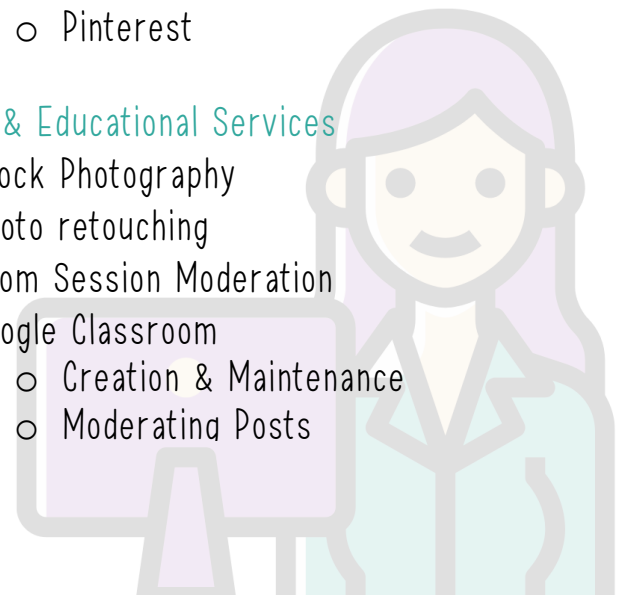
- Contact Management
- Website Updates
- Newsletter Creation & Formatting
- Ad Creation for Print and Internet

Social Media Management

- Graphic Creation
- Online Community Management
 - Communication Management
 - Community Engagement
- Set up & Manage accounts
 - Instagram
 - Facebook page & groups
 - YouTube
 - Pinterest

Creative & Educational Services

- Stock Photography
- Photo retouching
- Zoom Session Moderation
- Google Classroom
 - Creation & Maintenance
 - Moderating Posts



Next Steps....

Book your free consultation!

Thank you for reviewing my Capabilities Deck. Contact me today for a free 20-minute consultation to see how I can best assist you to achieve your goals



<https://bit.ly/2GRmDWI>



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