



ANNABELLE MARIE DURANO

VIRTUAL TEAMMATE



SKILLS SUMMARY

- Project Management
- Appointment Setting
- Data Entry
- Executive Assistance
- Travel Arrangement
- Customer Service
- Email Management

TOOLS

- Trello
- Zoho
- Microsoft Office
- Google Suite
- Meta Business Suite
- Zendesk
- Notion

PERSONAL PROFILE

Experienced **Virtual Teammate** with 7+ years. Skilled in calendar management, email organization, and client communication. Proactive, detail-oriented, and dedicated to enhancing business efficiency and client satisfaction.

WORK EXPERIENCE

CASE MANAGER/EXECUTIVE VIRTUAL ASSISTANT

[Patriot Conceptions](#) | 2023-2024

- Facilitate communication between intended parents, surrogates, and medical professionals to address any concerns or updates.
- Take care of invoices and pays surrogates' medical bills. Take outbound and inbound calls, basic social media management and respond to emails.

FREELANCE VIRTUAL ASSISTANT

[Evans Performance Training](#) | 2023-2024

- Data Entry Calendar
- Management

[Island Fresh Bermuda](#) | 2024

- Email Organization
- Email Management

EDUCATION HISTORY

SOUTHWESTERN UNIVERSITY

- Bachelor of Science in Physical Therapy, 2012-2015