



Julie Sydenham

VIRTUAL ASSISTANT

✉ hello@juliesydenham.co.uk

🌐 www.juliesydenham.co.uk

in @juliesydenhamva

PROFILE

Working on a freelance basis, I assist multiple clients with various aspects of their business and personal lives.

With excellent organisational, account management and communication skills, I enjoy working under my own initiative to provide bespoke packages of support for my clients.

I take pride in my accuracy, efficiency and time management, set very high standards for myself and enjoy refining the way I work to create the most efficient and effective workflow possible.

KEY SKILLS

Copywriting



Website Design



Social Media Support



CV & LinkedIn Profile Optimisation



WORK EXPERIENCE

FOUNDER & VIRTUAL ASSISTANT

Julie Sydenham VA

Mar 2019 - Present

- Copywriting, proofreading, editing, blog writing, article writing and repurposing content
- Image creation via PhotoShop/Canva and stock image sourcing
- Magazine building via Foleon
- Social Media scheduling
- Recruitment support
- Property management support
- Wordpress and Wix website design inc WooCommerce uploads and blog formatting
- Event planning and management
- General administration and personal assistance

TEAM OPERATIONS COORDINATOR

Grovelands Resourcing

Aug 2018 - Feb 2019

- Dedicated PA to Team Manager
- Ad-hoc PA to CEO, Founder and Chairman
- Administrative support and diary management to team of 4 recruiters
- Budget control and reduction (travel, team entertainment, room bookings etc)
- Tracking team activity, commission and expenses
- Booking meeting rooms, travel and accommodation throughout UK
- Event planning and coordination (assessment days, client/associate meals and parties)
- Working with all departments to identify, solve and prevent issues while promoting best practise
- Point of contact for prospective contractors and existing clients
- Account management re processing extensions/using client portals

CONTRACT COMPLIANCE CONSULTANT

Grovelands Resourcing

Aug 2015 - Jul 2018

- In-depth reference, financial background and DBS checks
- Point of contact for prospective contractors
- Contract production and knowledge of GDPR legislation
- Client audits
- CRM/user interface development and process improvements
- New starter training
- Promoted from Analyst to Consultant in May 2016
- Employee of the Year 2016
- Kept on through company-wide redundancy January 2017

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BRANCH ADMINISTRATOR

LEADERS LETTINGS

APR 2013 - AUG 2015

- Handling invoices, estimates, utility bills, inspection reports, renewals and notices
- Tenant referencing
- Producing contracts
- Point of contact for prospective tenants and landlords
- Communicating with various in-house and external teams to ensure smooth tenancy commencements

TEMPORARY PHONE ROOM ADMINISTRATOR

PTF

SEP 2012 - APR 2013

- PA to the Phone Room Manager
- HR, recruitment and reception duties

TEMPORARY RECRUITMENT ASSISTANT

CLASSIC CONSULTING

JUL 2012 - SEP 2012

- Office administration, applicant resourcing, HR and reception duties

CUSTOMER SERVICE REPRESENTATIVE

TDPG

APR 2010 - JUL 2012

- Handling customer queries
- Amending property listings (Findaproperty.com and Primelocation.com)
- Providing technical support
- I was made redundant when the company moved to London

EDUCATION HISTORY

BRIGHTON INSTITUTE OF MODERN MUSIC

FOUNDATION DEGREE

SIR CHRISTOPHER HATTON SCHOOL

A-LEVELS

English Literature & Language (A) Media Studies (B)
Theatre Studies (B)

GCSEs

English Lit, English Lang, Music, Religious Studies, Food
Tech (A) Mathematics, Science, IT, Drama (B) French (C)