

KYLA RAE ROBLING



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VIRTUAL EXECUTIVE ASSISTANT

I am a driven Virtual Executive Assistant and entrepreneur at the helm of Inspire Designs and Services. With a keen eye for detail, I excel in providing comprehensive Administrative Support, from Email Management to Social Media Maintenance. My passion for design shines through in my creations, elevating client branding and communications. Whether streamlining your inbox or managing your website, I bring a unique blend of creativity, organization, and problem-solving skills. I'm not just your standard assistant—I'm the one who takes your business aspirations and transforms them into achievable goals.

EDUCATION

2019-2021

University of Central Florida

Bachelor of Science: Psychology

2017-2019

Palm Beach State College

Associate of Arts: Social Work

SKILLS

- Social Media Management
- Customer Service
- Problem-Solving
- Leadership
- Microsoft Office Certification 2016

WORK EXPERIENCE

Virtual Executive Assistant and Owner

Inspire Designs & Services, March 2023 - Now

- Entered customer information and updates in the database system to track leads, interactions, and relationships and propel sales opportunities.
- Conducted research and collected and analyzed data to prepare reports and documents.
- Managed social media accounts to create content and respond to comments and messages, improving online business presence.
- Assisted in market research to understand business trends and boost business strategy.
- Conducted pending duties through online transactions, allowing clients to focus on more pressing business.

Virtual Executive Assistant

BELAY Solutions, October 2023 - Now

- Organized and managed calendars and appointments for clients.
- Assisted in the development of marketing materials such as emails, newsletters, webpages, and social media posts.
- Proofread documents for accuracy prior to final submission to clients.
- Assisted in market research to understand business trends and boost business strategy.

Client Service Representative

Therapeutic Oasis Of The Palm Beaches, April 2022 - March 2023

- Reviewed and resolved client concerns and issues, researching relevant details and communicating solutions.
- Built sustainable client relationships built on trust by applying excellent communication and interpersonal skills.
- Managed and updated physical and digital client account information to keep records accurate and current on Therapy Notes.
- Scheduled and confirmed appointments based on customer availability.
- Presented and explained fees, clearly clarifying Quickbooks invoices and company policies. Completed thorough opening, closing, and shift change functions to maintain daily operational standards.

Executive Assistant

Robling Architecture Construction, April 2017 - May 2019

- Provided accurate, up-to-date information to external parties through emails, phone calls, and in-person interactions.
- Created and maintained computer- and paper-based filing and organization systems for records, reports, and documents.
- Maintained business office inventory and equipment by checking stock for needed supplies. Designed websites and online applications to assist companies with an online presence. Attended and participated in industry events.
- Greeted visitors to provide information and direct them to appropriate personnel.