



# CHARLIEY GOUGH

## VIRTUAL ASSISTANT

Joined Liruss in July 2024  
Core hours 9am-5pm  
30hrs per week  
Based in Kent

### KEY SKILLS

- Inbox
- Diary Management
- Invoicing
- Travel Booking
- Expenses
- Customer Service

### PROFILE

Charliey has experience working in a busy Orthodontic practice and also as a Personal Assistant for a Wealth Management company.

Charliey has a wealth of experience within the administration sector, from diary management, event booking to customer service. Organisation is one of Charliey's strongest attributes.

Outside of work, Charliey has a young daughter who is heavily involved in dance and theatre. Charliey also has a passion for dogs, knitting and the spiritual side of life.

### EXPERIENCE

#### Administration

- Diary Management
- Travel and Accommodation Booking
- Event Booking
- Invoicing & Expenses
- Minute Taking
- General Administration Duties

#### Social Media Management


- TikTok
- Instagram
- Facebook
- YouTube

#### Mailing Platforms

- Outlook
- Gmail

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