



TIFFANY SWIFT

VIRTUAL ASSISTANT

Joined Liruss March 2024
Core hours 9am-5pm
Based in Lincolnshire

KEY SKILLS

- Diary Management
- Inbox Management
- Travel Logistics
- Social Media
- Expenses
- PA Services

QUALIFICATIONS

- BA (Hons) Social Policy

PROFILE

Tiffany has an extensive Business Administration and Customer Service background, working for many start-ups, entrepreneurs and larger companies.

She thrives on attention to detail and being productive and adaptable in her skillset. She loves all things organisation, email and diary management, social media, and expenses!

In her spare time, Tiffany loves to spend time with her two dogs and likes to travel.

EXPERIENCE

Administration

- Multiple inbox management
- Diary management
- Meeting management
- Travel management
- PA services
- Microsoft Office

Social Media Management

- LinkedIn posts
- Twitter/X
- Instagram
- YouTube
- Social Media Posts and Marketing

Accounts


- QuickBooks
- XERO invoice management
- Stripe

Websites and CRMs

- WordPress
- Salesforce
- Zendesk
- ZoHo
- HubSpot

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