



JACQUI DE YOUNG

VIRTUAL ASSISTANT

Joined Liruss October 2023
30 hours per week
Based in Devon

KEY SKILLS

- SEO
- Content Creation
- Social Media Management
- Website Management
- Google Suite

QUALIFICATIONS

- Introduction to Google
- Introduction to Social Media
- BSc HONS in Sports Science

PROFILE

Jacqui has a background in Hospitality and Event Planning.

It was during this time she developed Marketing skills, and after working as a Content Manager for an online healthcare recruitment company, she launched as a Virtual Assistant.

Jacqui is a married mum of two and enjoys playing netball and rounders in her spare time.

EXPERIENCE

Website Management and SEO

- WordPress
- WIX
- Squarespace
- Management of Google Business Profile
- Management of Google Search Console
- Google Analytics
- Many years experience in building and optimizing websites
- Content production; blogs and graphics

Social Media Management

- Facebook post, paid ad management and analysis
- Instagram posts
- LinkedIn posts

Accounts

- HMRC PAYE software
- SAGE HR VAT returns and payroll
- XERO invoice management

Administration

- Data entry and updating/managing databases
- Diary management
- Email management
- Microsoft Office

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