



LAUREN HAMMONDS

VIRTUAL ASSISTANT

Joined Liruss July 2023
Core hours 9am-3pm
Based in Oxfordshire

KEY SKILLS

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

QUALIFICATIONS

- NVQ Level 2 in Retail Knowledge

PROFILE

Lauren has an extensive background in Customer Service, working in head office for major fashion brands. She also has experience in Sales and Logistics.

She thrives on customer satisfaction and is highly adaptable in her skillset. She loves all things organisation- email and diary management, social media scheduling, expenses!

In her spare time Lauren is kept busy with her two sons and sausage dogs.

EXPERIENCE

Administration

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

Social Media Management

- LinkedIn posts
- Twitter/X
- Instagram
- YouTube
- Lead Forensics

Accounts


- Expensify
- XERO invoice management

Websites and CRMs

- WordPress
- Salesforce
- Zendesk
- Capsule
- Pipedrive

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