

Jaidi L. Clayton

16224 Osceola Trail ■ Edmond, OK 73013 ■ 405-216-5891 ■ jaidiclayton@gmail.com

Targeting Virtual Assistant Opportunities

A very organized individual looking to secure a virtual assistant position. Let me accomplish the tasks that you do not want to do.

Experience

Bliss Sawyer, Inc.

Virtual Assistant and Editor

May 2007 to Current

- Created and edited the Competitive Edge Newsletter, a twice monthly distribution.
- Performed Minor Website modifications.
- Formatted and managed distribution of a 26 week training course.
- Corresponded with customers to ensure satisfaction.
- Managed a database of nearly 5000 customers.

Bodywork Family Sports Center Lubbock Texas

Child Care Attendant and Assistant Manager

March 2009 to May 2010 and January 2007 to June 2007

- Managed up to 20 children in Child care setting while parents used the gym.
- Managed and trained 15-20 employees and all schedules and duties.
- Tracked incoming and outgoing children.
- Cared for children ages 6 weeks to 12 years
- Current CPR and First Aid certified

Mauni Krueger

Transcriber

August 2007

- Transcribed 21 1-2 hour lectures, totaling over 131000 words, to be published.

Brigham Young University – Office of Information Technology-Provo, Utah

Administrative Assistant/Project Manager

August 2000 to April 2003

- Managed project for information technology for BYU faculty and staff.
- Tracked progress of IT projects and work orders.
- Trained new employees.
- Improved project management flow.
- Tracked employees posted hours.

Summerlin Vision Center – Las Vegas, Nevada

Optician and Front Desk Clerk

August 1997 to June 1999 and May 2000 to August 2000

- Ordered frame and lenses for customers.
- Performed pre-testing prior to doctor's visit.
- Managed overdue balances.
- Handled nightly deposit
- Billed overdue balances to insurances and customers.

Education

Brigham Young University — Provo, Utah

Bachelors of Science in Marriage Family and Human Development

Graduated December 2002.

Jaidi Clayton has worked with me for nearly four years, taking care of many aspects of my business as a virtual assistant. Jaidi excels at doing the things I don't enjoy or don't have time to accomplish. I have greatly appreciated her ability to figure out a program and implement it with my business model. She has also been extremely helpful in updating changes to my website and taking care of problems as they arise. I've also found it valuable to have Jaidi assist me with my clients to work out problems they may be having or to simply communicate with them when I am out of town. I would highly recommend Jaidi to anyone that needs an efficient, knowledgeable assistant.

Bliss Sawyer

www.blissawyer.com

Computer Skills:

MS Word, Excel, PowerPoint, Access, One Note, Outlook, Web Expressions, Windows XP, and Approx 70 wpm typing speed.

References

Available upon request