



# DEBBIE DUNK

## Reliable VA Services

*"Your Virtual Partner in Productivity"*



### PROFESSIONAL PROFILE

*Hi* I'm Deb,

I am a highly experienced and versatile administrative professional with a proven track record of success in both virtual and traditional office environments. I understand the unique challenges faced by businesses, that's why I offer a reliable and friendly virtual assistant service that can help you streamline your operations and free up your time to focus on what matters most - growing your business.

With over 25 years of administrative experience across diverse industries, I bring a wealth of knowledge and a dedication to exceeding expectations. With my strong administrative acumen and "can-do" attitude I have a commitment to getting things done right, every time. I'm confident I can leverage this combined experience to seamlessly integrate into your team and become a valuable asset to your business.

#### Core Competencies

- *Administrative Support:* Comprehensive experience in handling a wide range of administrative tasks, including calendar management, email management, data entry, document creation, filing, and office management.
- *Project Management:* Adept at managing multiple projects simultaneously, prioritising tasks, meeting deadlines, and driving projects to completion.
- *Data Management:* Skilled in data entry, organisation, analysis, and reporting. Proficient in Microsoft Office, Adobe and Google Docs.
- *Customer Service:* Demonstrated ability to build strong client relationships, handle inquiries effectively, and resolve issues promptly.
- *Financial Management:* Proficient in rent trust accounting, rent arrears management, accounts payable and receivable.
- *Team Leadership:* Proven experience in supervising and mentoring staff, delegating tasks, and fostering a collaborative work environment.

## Industry Experience

- *Wholesale*: Inventory management, order processing, sales support, digital content & management and traditional marketing.
- *Real Estate*: Extensive experience in property management, lease administration, tenant relations, rent roll management, contract management, client communications, trust accounting and property maintenance.
- *Allied Health*: Appointment scheduling, medical records management, insurance claims, patient communication, digital content design and management, third party communication.

## Technical Skills

- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Experience with Xero, Canva, Trello, Wix, Mailchimp, Google Docs, Lastpass, 2FA, Zoom + more.

LastPass

Trello

Canva



Wix



## Let me be your secret weapon for success!

Imagine having a personal admin assistant who's been in the trenches for over 25 years. That's what Reliable VA Services offers. I've seen firsthand how overwhelming admin tasks can be, and I'm passionate about helping busy professionals like you reclaim your time. With Reliable VA Services, you'll have a dedicated partner to handle the day-to-day, so you can focus on what you do best. Let's chat about how we can supercharge your productivity."

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**CONTACT  
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