



**Autumn Miller**  
Executive assistant

# remotual

## CONTACT

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- Located in: Gujarat, India

## PROFICIENCY IN TOOLS

### - Project Management Tools:

- Google Workspace
- Slack
- Canva
- Meta Business Suite
- CapCut
- Pipedrive
- Mailchimp
- RingCentral
- FollowUpBoss
- AI-powered autoresponders
- VidLead.

### - Time Management Tools:

- Everhour
- Asana

### -Languages:

- English

## SKILLS

### Hard Skills

- Calendar & email management
- CRM systems
- Canva & content creation
- Meta Business Suite & social media
- AI-powered automation
- Inbound/outbound call handling
- Google Workspace

### Soft Skills

- Strong communication
- Problem-solving
- Time management
- Team collaboration
- Multitasking

## EDUCATION

Maharaja Sayajirao University - BA Honors  
Psychology, 3 years

## ABOUT ME

- Age: 22
- Location: Vadodara - Gujarat, 390001, India
- Availability: 40+ hours/week Full time
- Experience as Executive Assistant: 1 year

With a strong background in operations and customer service, I efficiently manage high call volumes, coordinate schedules, and streamline daily workflows. Proficient in Google Workspace, Canva, and CRM tools, I support effective communication, polished content creation, and data-driven decisions.

As an Operations Executive with strong Executive Assistant experience, I've managed calendars, coordinated meetings, and overseen email and CRM systems to ensure seamless executive support. My background also includes high-volume customer service, social media management, and streamlining workflows using tools like Google Workspace, Pipedrive, and Meta Business Suite.

## EXPERIENCE

I have one year of experience as an Operations Executive, where I managed calendars, email campaigns, and client data using tools like Google Workspace and CRM platforms such as FollowUpBoss and Pipedrive.

I handled high call volumes, scheduled events, and implemented an AI-powered response system to streamline communication and improve workflow efficiency. Additionally, I supported marketing efforts by creating targeted content through Canva and Meta Business Suite for social media outreach.

## MAIN SKILLS

### 1. Executive & Administrative Support

- Skilled in calendar coordination, email management, event scheduling, and workflow optimization to ensure smooth day-to-day operations for executive teams.

### 2. Customer Service & Communication

- Experienced in handling high call volumes (100+ calls/day), providing timely support, and using CRM tools like FollowUpBoss and Pipedrive to maintain strong client relationships.

### 3. CRM & Data Management

- Proficient in organizing and verifying data, generating sales reports, and leveraging CRM systems to track performance, client interactions, and financials.

### 5. Marketing & Content Creation

- Adept at using Canva and Meta Business Suite to design targeted social media posts, flyers, and presentations that support brand outreach and engagement strategies.