

# Vickie Aiton: Virtual Assistant

With over 25 years industry experience performing various roles from Front Reception to Executive Assistant in the healthcare, banking and sales sectors I possess strong administration & organisational skills. I understand the importance of time management and prioritising tasks. I possess exceptional verbal and written communication skills with 11 years experience in Resume Writing, liaising with clients and translating their skills and experiences into documents.

My experience as a business owner encompasses seven years operating a Resumes for Results Franchise (2012—2019) with an additional four years previously as a Consultant, operating a business on a part time basis whilst working part time and raising a family.

I know how hard it is to operate a business from home, work part time and keep an eye on everything that needs to be done. I have often called on family members to answer my phone or take on extra responsibilities around the house so I can meet a deadline or assist a client at the last minute with an urgent request sometimes quite late into the night.

This is where I can help you, offering the professional administrative support you need to grow your business and spend more time with your family. I provide a wide range of services, which can be found at my website [www.vickieaiton.com](http://www.vickieaiton.com) or call me on 0438 428 928 to see how I can help.

