

Iris Kol

Web Designer | Virtual Assistant

915-227-0398 | IrisKolBiz@gmail.com

Skills

- Website design
- Online event planning
- Managing CRM platforms
- Automation building
- Extensive experience with Photoshop, Drupal, WordPress, Squarespace, Excel, Google systems, OBVIO, Active Campaign, Survey Monkey and Kit.

Work Experience

Web Designer / Virtual Assistant

DeLuca Training

April 2022 - Present

- Social media planning, scheduling and correspondence
- Website design and maintenance
- CRM Management
- Development of new services and platforms
- Market research
- Data entry and organization
- Editing and creating assets in photoshop

Web Manager

Crispina ffrench

2020 - 2023

- Social media planning, scheduling and correspondence
- Website design and management
- CRM Management
- Development of new services and platforms
- Market research
- Data entry and organization
- Online course creation and editing
- Customer relations
- Online event management
- Online community management

Virtual Assistant

Hey! Heather Campbell

2023

- Social media planning, scheduling and correspondence
- Website design and maintenance
- CRM Management
- Development of new services and platforms
- Market research
- Data entry and organization
- Online course creation and editing
- Content creation