



GRAPHIC DESIGNER

Artreice Westmoreland

OBJECTIVE

Reliable and proactive Virtual Assistant with strong organizational, communication, and problem-solving skills, seeking a remote role where consistent support, attention to detail, and professionalism contribute to smoother daily operations and long-term business success.

CONTACT

Artreice Westmoreland
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EDUCATION

VA SCHOOL

SCHOOL OF FINE ART

BA Fine Arts Graphic Design

SKILLS

Calendar and Appointment scheduling

Data Entry

File Organization

Project management

EXPERIENCE

FOUNDER & STRATEGIC PARTNER

D2D Kingdom Intelligence™ Systems | Winston-Salem, NC | 2016 - Present

I partner with God-believing Service Based Businesses to scale their businesses through systems design, strategic planning, and operational management. I help VAs break through income ceilings, automate their workflows, and build sustainable businesses that align with their faith and family values.

SENIOR VIRTUAL ASSISTANT

Campbell Success Network | New York, NY | 2017 - Present

Address customers' concerns in a timely manner
Encourage customer feedback
Manage challenging situations that may affect customers
Identify customers' needs and wants
Build long-term relationships with key clients
Collaborate with internal teams

References given upon request