

# MELINDA MOATS

VIRTUAL ASSISTANT  
FREELANCE COPYWRITER

## PERSONAL PROFILE

Career-long history of successful work experience including social media management, customer service, email clean-ups and talking to customers on a professional level. Confident, dependable and able to build positive relationships with all levels of clients and team members.

## SOCIAL MEDIA LINKS

Website  
[www.forget.me.notsvirtualassistant.com](http://www.forget.me.notsvirtualassistant.com)  
Facebook  
[@Forget.Me.NotsVirtualAssistant](https://www.facebook.com/Forget.Me.NotsVirtualAssistant)  
LinkedIn  
[www.linkedin.com/in/forgetmenotsva](https://www.linkedin.com/in/forgetmenotsva)  
Pinterest  
[www.pinterest.com/ForgetMeNotVA](http://www.pinterest.com/ForgetMeNotVA)

## CONTACT INFORMATION

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## EMPLOYMENT HISTORY

FORGET-ME-NOTS VIRTUAL ASSISTANT, USA Remote Freelance Copywriter, Administrative Work Social Media & Calendar Management, Data Entry & Proofreading	2017 - CURRENT
SCOPE SERVICES, SPARTANBURG SC Paperwork · Deliver Notices, Customer Service At-Home Caretaker	2016-2018
Dementia Father took care in home PREMIERE HOME WARRANTY, USA Remote Customer Service work · Customer/technician phone calls, Email Management	2013-2016
BROWNELLS, INC., MONTEZUMA IA Customer Service Work - Phone · Mail-In catalog orders	1999-2012
	2004-2007

## SKILLS AND ABILITIES

- Microsoft Office / QuickBooks
- Editing, Proofreading, Transcription
- Social Media - Hootsuite / Word Press
- Research, Data Collection, Data Entry
- Copy Writer / Ghost Writer
- Trello / Salesforce / Mailchimp
- B2B / B2C / SEO

## VOLUNTEER EXPERIENCE

Vineyard Church Food Bank  
2012 - Current Every Tuesday

## PREVIOUS EDUCATION

**Kirkwood Community College**  
Cedar Rapids, IA

Graduated 1995, Major - Floriculture  
Minor - Business

**B-G-M High School,**  
Brooklyn IA

Graduated Class of 1994, Honor Roll  
- FCA, Book Club, Drama Club