

RHONDA R. HOLSCHER

685 Woodthrush Drive, Cincinnati, OH 45244
(513) 815-6982

Rhonda@RhondasVirtualOffice.com

eMarketing Assistant Virtual Assistant

An independent, self-motivated, organized, and detail-oriented virtual assistant/business owner who is dedicated and focused on providing you and your business with back-office support and problem-solving while ensuring excellent customer service to you, your team, and your clients.

Business Skills

Phone/Fax	Document Creation
Scan/Copy	Manual Creation
File/eFile	Customer Service
Type/Transcribe	Email Management
Letters/Correspondence	Calendar Management
Presentations	Copywriting
Newsletters/eNewsletters	Editing/Proofreading
Desktop Publishing	Contracts
Graphic Design	Research
	Reports
	Website Design

Technical Skills

Office 365	gSuite
• Word	• gMail
• Excel	• Docs
• PowerPoint	• Sheets
• Publisher	• Slides
• OneDrive	• Forms
Dropbox, Box	• Google Drive
WordPress Certificate	Express Scribe
Squarespace, Canva Pro	MailChimp Certified
Gimp, Graphics Creator	Constant Contact
Trello, Asana, Other PMS	AWeber Certified
GoPipelinePro	Service AutoPilot
ShesInBusiness	CultivatingSalesPro

Employment History

Rhonda's Virtual Office, LLC

Owner|CEO, VA, Graphic & Website Designer
Certified Virtual Business Associate
February 2010 - present

AtEase Secretarial Services

Owner, Virtual Office Assistant
August 2000 - August 2003
Relocated to care for parents

Self Directed

Homemaker / Parental Caregiver
June 2003 - April 2009
Parents Deceased

Direct Truck Services, Inc.

Office Manager
August 2001 - July 2003
The company went out of business
Previously known as Now Express

Education

Clermont College

1989 - 1990 - Business - Batavia, OH

West Clermont Career Center

1986 - 1988 - Diversified Health Occupation

Glen Este High School

1984 - 1988 - General Studies - Cincinnati, OH

Certification

Certified Virtual Business Seal of Professionalism

Certified VP Business Ethics Seal

February 2010

ACE (AWeber Certified Expert)

MailChimp Certified

Community Involvement / Volunteer Work (Present & Past)

HDSA (Huntington's Disease Society of America) **Ohio Valley Chapter Board Member**, Great Lakes Region, Northeast Ohio Chapter, St. Louis, MO Chapter, IN Chapter

- Mailings: Thank you cards and more.
- Create and Update Databases
- Mail Merge
- Social Media: Facebook, Twitter, etc.
- Typing Letters
- Updating Website
- Newsletter (print & enews)
- Graphic Design
- Web Design

Christian Women Affiliate

- Online Group Leader/Copywriter for
Divorced Christian Women Online Support
Group

eWomenNetwork Cincinnati

- Team Leader
 - Assist with Event Setups
 - Table Leader
 - Event Graphics, PowerPoints, etc.

Member of PTO

- Weekly Take Home Packets
- Organizing and/Assist with School Functions
- Chairman of Room Parent Tea, wherever else
was needed

Room Mother

- Organize classroom parties/events

Girl Scouts of America

- Cookie Manager
- Historian
- Webmaster
- Chaperone

Church

- Assistant Youth Group Leader
- Sunday School Teacher
- Piano Player
- Choir & Ladies' Quartet

Scott Spradlin's Union Township Campaign

- Flyers/Marketing Materials
- Website