

# Be Great Support

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[Schedule a discovery call](#)

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## Skills

As a Virtual Assistant and Operations Manager, my focus lies in elevating business operations, simplifying workflows, and organizing the backend of small businesses across diverse industries. I excel in optimizing operations, managing costs effectively, proficiently handling CRM administration, and skillfully coordinating projects.

## Experience

### **RJ's Reliable Construction,**

Industry: Construction

Scope of Work:

- **Operations Management:** Oversee and streamline day-to-day operations, ensuring efficiency and adherence to quality standards.
- **Financial Management:** Ensure timely payments and accurate record-keeping for accounts payable and receivable. Assist with Quickbooks and manage project expense and profit spreadsheets.
- **Payroll:** Manage and process payroll, including salary calculations, deductions, and compliance with tax regulations.
- **Supply Ordering:** Organize and supervise material procurement, ensuring cost control for each project.
- **CRM Administration:** Utilize the CRM system to track project progress, and ensure staff are trained on its effective use and up-to-date with integrations and updates.
- **Standard Operating Procedures (SOP):** Create and implement standardized operating procedures to enhance workflow efficiency and ensure consistency in processes. Established and promoted best practices within the organization to optimize performance.
- **Scheduling:** Strategically initiate projects, coordinate scheduling, assign sub-contractors, and optimize workflows to ensure project success and efficiency.
- **Social Media Management:** Manage multiple social media platforms to create an active online presence, engage with the target audience, and promote brand visibility.

**Fresh Fruit Media Group**

Industry: Marketing

Scope of Work:

- **Content Organization:** Effectively organized and managed marketing content to ensure it is easily accessible and relevant.
- **Training Development:** Created training materials and conducted sessions on best practices in social media marketing.
- **Web Conferences:** Assisted in facilitating web conferences for the team to help them collaborate and share knowledge.

**Impact Performance Gym**

Industry: Health & Fitness

Scope of Work:

- **Social Media Management:** Developed and implemented social media strategies to enhance the gym's online presence.
- **Payroll:** Efficiently oversee payroll processes for gym employees, ensuring timely and accurate compensation.
- **Invoices:** Generated and meticulously tracked invoices for the services rendered, maintaining a meticulous record of financial transactions.
- **Advertising:** Crafted advertisements and announcements specifically tailored for in-house digital signage, effectively promoting gym services and engagement
- **CRM Management:** Administered various CRM systems to streamline customer interactions and improve retention.

**BeingFit LLC**

Industry: Health & Fitness

Scope of Work:

- **Expense Management:** Effectively supervised and controlled expenses ensuring financial stability and strategic allocation of resources.
- **Invoice Handling:** Professionally generated and diligently monitored invoices, maintaining accurate financial records and facilitating seamless transactions.
- **Payroll Administration:** Proficiently managed payroll processes, including documentation, guaranteeing precise and timely compensation for employees.
- **Certification Maintenance:** Continuously maintaining required certifications to ensure clients' competence and compliance within the role.

[View my professional work experience here.](#)