



Rebecca Beauman

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Rebecca Beauman is a successful entrepreneur and business owner. In May 2000, she founded Virtually Detailed, LLC, a virtual assistance company she has operated since. The range of services offered includes both print and web-based marketing materials, bookkeeping, scheduling, travel arrangements, and website design and maintenance. Clients include both for-profit and non-profit organizations, from small professional services companies to consulting firms.

Professional Accomplishments

Admin/Business Support

- Design systems for handling time, workflow, and papers.
- Editing of professional documents and manuscripts.
- Produce training manuals, workbooks, and presentations.
- Provide executive support including preparation of daily schedules of meetings and priorities.
- Anticipate and prepare agendas, coordinate logistics, and compile materials for executive/leadership meetings.
- Coordinate travel and major meeting schedules, including executive off-site meeting and outside commitments of executives.
- Assist clients in self-publishing books, including acquisition of ISBN numbers, copyrights, and listings on Amazon.com.
- Setup organizational and filing systems.
- Perform extensive research and prepare executive summaries and reports.
- Prepare applications for professional certification of executive coaches.
- Edit responses to US Government RFP's and review for completeness per RFP requirements.
- Manage thriving virtual assistance company with an average client load of 50 companies and 6 employees.

Marketing

- Design brochures, flyers, and marketing materials.
- Edit and design PowerPoint presentations.
- Create electronic newsletters and manage contact lists for distribution.
- Integrate branding across print and web based materials.
- Update social media sites.
- Coordinate direct mailings.

Websites

- Update, edit, and maintain existing websites.
 - Work with clients to create concept and architecture for professional websites.
 - Liaise with graphic artists to ensure designs meet customer needs and expectations.
 - Develop keyword rich content and perform search engine optimization.
 - Integrate website to social networking sites.
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Computer Skills

- Adobe Photoshop, Illustrator, Dreamweaver
 - Microsoft Office
 - Quickbooks Certified Pro Advisor
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Professional Memberships/Associations

- International Virtual Assistants Association
 - Better Business Bureau of Greater Maryland
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Education

B.S. Marketing University of Maryland, R.H. Smith School of Business
2000 College Park, MD

References

References are available on request.