

✉ alexandra.Raissipour@gmail.com

💻 [linkedin.com/in/AlexandraRaissipour](https://www.linkedin.com/in/AlexandraRaissipour)

☎ [\(425\) 444-0113](tel:(425)444-0113)

ALEXANDRA RAISSIPOUR

Virtual Assistant



Objective

Highly organized and reliable professional with extensive experience supporting business leaders in project management, administrative tasks, and cross-functional collaboration. Known for a proactive approach, attention to detail, and strong partner relationships, I consistently ensure seamless coordination and effective communication across teams. Seeking an Executive Assistant role to leverage my skills in organization, project management, and partner collaboration to support senior executives and enhance team success.

Professional Experience

Alex on Task 11/2024 - Present
Virtual Assistant Remote

- Provide high-level administrative support, including calendar management, scheduling, and email correspondence, ensuring smooth daily operations and proactive follow-ups.
- Manage project timelines and client communications, effectively organizing resources and delivering on time to meet client expectations.
- Conduct detailed research, document preparation, and other essential tasks, focusing on accuracy and reliability in all deliverables.

Career Break 02/2024 - 10/2024
Focused on Mental Health and Well-being

- Prioritized personal development and mental health, cultivating resilience, enhanced focus, and renewed energy for future professional contributions.

VMware by Broadcom 05/2022 - 02/2024
Sales Strategist (EUC Competitive Sales Strategist) Remote

- Managed and tracked critical project milestones, coordinating efforts between product, sales, and marketing teams to maintain alignment and drive project success.
- Built strong cross-functional relationships, enabling smooth collaboration and clear communication to support high-priority initiatives.
- Streamlined processes for monitoring sales pipeline goals, directly contributing to a 15% increase in lead conversions and on-time project delivery through effective organization and planning.
- Designed and maintained detailed project plans for new launches, ensuring clear resource allocation and reliable deadline adherence.

Culture Amp 02/2021 - 05/2022
Sales Development Representative - Enterprise New York, NY

- Organized outreach and engagement projects, prioritizing tasks to meet deadlines and optimize team productivity.
- Collaborated closely with marketing and sales teams, creating custom campaigns that led to a 20% increase in scheduled meetings and a 15% boost in sales.
- Built and maintained effective partner relationships, facilitating project alignment and successful execution.

Advanced Recovery Systems, LLC 09/2020 - 02/2021
Inside Sales Representative Remote

- Improved client engagement strategies, resulting in a 20% increase in meetings booked and contributing to a 15% overall sales increase.
- Utilized strong organizational skills to prioritize daily tasks, ensuring all interactions were timely, professional, and aligned with business objectives.

The Skylark NYC 05/2017 - 06/2019
Marketing Assistant / Events Liaison New York, NY

- Managed logistics for large-scale events, coordinating vendor relationships and ensuring flawless project execution within budget and on schedule.
- Aligned event goals with broader brand strategies, supporting increased brand visibility and customer loyalty through strategic planning and partner collaboration.
- Played a key role in the rooftop relaunch project, showcasing reliability and meticulous attention to detail to enhance brand recognition.

Broadway Plus VIP Services 01/2019 - 05/2019
Marketing and VIP Services Intern New York, NY

- Assisted with VIP event logistics, handling vendor communications, guest coordination, and detailed planning for high-profile projects.
- Built and maintained strong relationships with Broadway partners, enhancing customer experiences through reliable support and effective project management.

Education

Marymount Manhattan College 08/2015 - 05/2019
Bachelor of Arts in Public Relations and Strategic Communication

Certifications

BDR/SDR Certification 08/2021 - 12/2022
Sales Assembly

Skills

- Project Management: Strategic planning, resource allocation, risk management, and timeline tracking for complex projects.
- Organizational Excellence: Skilled in prioritizing tasks and managing multiple projects simultaneously, ensuring accuracy and timely completion.
- Cross-Functional Collaboration: Adept at fostering clear communication across departments, aligning teams for project success.
- Partner & Stakeholder Engagement: Building and maintaining strong relationships with clients, vendors, and internal partners to support seamless project execution.
- Process Improvement: Identifying and implementing workflow enhancements to boost productivity and minimize redundancies.
- Communication: Writing reports, preparing presentations, and facilitating communication across teams for effective project alignment.
- Technical Proficiency: Proficient in Salesforce, HubSpot, Asana, Trello, Microsoft Office Suite, and Google Workspace.