

Effective immediately, Upwork has begun to cease operations in Russia and Belarus. See here for details.

X

# Proposal details

### Job details

### Remote Administrative Assistant-Entry Level

General Virtual Assistance Posted Mar 25, 2022

This is a remote position - you can work from your own home! There are career advancement opportunities - we are a company that strongly believes in promoting from within. We are looking for people with Energy, Intelligence and a Need To Succeed!

View job posting

#### Your proposed terms

#### **Hourly Rate**

Total amount the client will see on your proposal

\$40.00/hr

#### You'll Receive

The estimated amount you'll receive after service fees

\$32.00/hr

**Change Terms** 

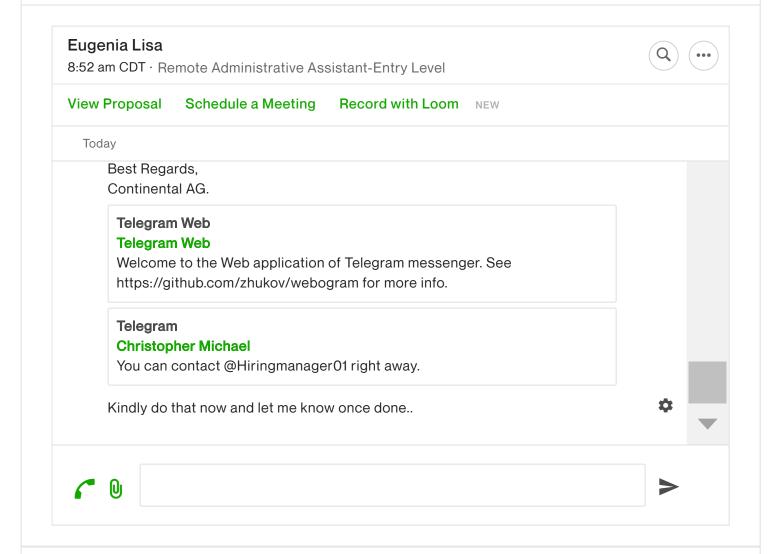
Withdraw Proposal

### **Cover letter**

3/25/2022 Dear Human Resources: As a results-oriented and motivated academic with rich experience public speaking, writing, editing, and communications strategies. I am confident I will make immediate contributions as a virtual assistant. My experience includes teaching students' basic communication processes and skills and advanced communication including persuasion, organizational communication as ... more

- ₱ 2021+Joni+Stead+Letters+of+recommendation+and+faculty+evals.pdf(1.6 MB)

### Messages



## About the client

Payment method not verified

#### Location

United States 08:52 AM

### History

5 to 10 proposals 🔞



- 1 job posted
- 1 open job

Member since: Mar 24, 2022

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