

 Effective immediately, Upwork has begun to cease operations in Russia and Belarus. [See here for details.](#) 

## 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\(1.6 MB\)](#)

[📎 Spring+2021+Joni+Stead+visitation+Elaine+Gale.pdf\(70 KB\)](#)

[📎 Virtual+Assistant+Cover+Letter.pdf\(67 KB\)](#)

## Messages

**Eugenia Lisa** 🔍 ⋮

8:52 am CDT · Remote Administrative Assistant-Entry Level

[View Proposal](#) [Schedule a Meeting](#) [Record with Loom](#) NEW

Today

Best Regards,  
Continental AG.

**Telegram Web**  
**Telegram Web**  
Welcome to the Web application of Telegram messenger. See <https://github.com/zhukov/webogram> for more info.

**Telegram**  
**Christopher Michael**  
You can contact @Hiringmanager01 right away.

Kindly do that now and let me know once done.. ⚙️

[📞](#) [📎](#)  ➤

## About the client

Payment method not verified

## Location

United States

08:52 AM

## History

5 to 10 proposals 

4 interviews

1 job posted

1 open job

Member since: Mar 24, 2022

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