



KATIE CLARKE

TECH VA & WEB DEVELOPER



CONTACT

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📷 [@whatkatieideventually](#)

📍 From the UK, based in Spain.

www.katieclarkevirtualservices.com

SKILLS/TOOLS

WordPress	Site Content Creation
Canva Graphics	Site Content Mgmt
Social Media Apps	Proofreading
Google Suite	HTML/CSS
Pinterest Apps	PHP
Trello	JavaScript

SERVICES

- WordPress Development & Maintenance
- Blog Content Creation & Maintenance
- Social Media Content Creation
- Tools & System Trouble-Shooting
- Website Optimisation
- Podcast Management
- Content Re-Purposing
- Technical Virtual Assistance

ABOUT ME

An innovative & productive Technical Virtual Assistant & WordPress Developer who loves to help inspiring businesses grow & excel. Bringing creativity, logic & hard work to the world of online business, I pride myself on quickly, efficiently & cheerfully completing tasks & projects.

A killer trouble-shooter, a background working in corporate IT means I am well versed at dealing with unexpected & urgent issues, as well as managing important projects & sensitive data.

PORTFOLIO

Please find examples of my work at:
www.katieclarkevirtualservices.com

EXPERIENCE

Virtual Assistant & Web Developer

Katie Clarke Virtual Services, 2019 - Present

Working to clients needs as a Tech VA & Developer including: WordPress development & maintenance, website & social media content creation, content management, technical support and training, bug fixing, streamline & automation of processes.

Application Developer/IT Professional

Various global clients, 1997 - 2018

Worked with various global corporations including Sony Interactive Entertainment, Travelers Insurance, Orange Business Services & Nokia.

Projects included: Application/Web Development & Support, Internal Application Development and Support, Application Analysis, Trouble-Shooting, Large Scale Software Migrations & Project Management.