

Victoria R. Easley
3815 Octavia Street Dallas, TX
(972)757-6836
easleyprofessionals@gmail.com

Mission Statement

Committed to delivering high quality remote administrative support with little to no supervision. Specializations include working with telecommunications service providers, ensuring compliance, while providing exceptional administrative support, expeditious resolution of complaints with a vast understanding of technology.

Skills and Abilities

- Dependability
- Strong work ethic
- Organizational skills
- Adaptable to work setting

05/2019- Current, LTE Wireless Inc., Executive Administrative and Regulatory Affairs Specialist

Assist with Secretary of State filings, certifications with the State PUCs, regulatory issues, escalated customer complaints, compliance filings and ad hoc administrative duties.

01/2017- Current, Arise Virtual Solutions, Independent Contractor Work from Home Call Center Specialist

Clients are primarily customers within the hospitality and service industries. Responsibilities include learning each client's specific products and service, to include training and performance with client specific technological portals. Provide inbound customer support on behalf of the Client.

10/2014–Current, Telecommunication Compliance provided by Dana Hoyle

Provide administrative support to Dana Hoyle, Regulatory Consultant. Assist with Secretary of State filings, certifications with the State PUCs, mergers/acquisitions, regulatory issues, compliance filings and ad hoc administrative duties.

Nonprofit Volunteer Work

02/2012- 09/2013

Second Chance Furbabies

Graphic Designer

10/2013-08/2014

Azar Foundation

Director of Site Operations

Education

Baker College

2016 - Present

Associates of Applied Science/ Web Development