



CONTACT

WEBSITE

www.caylacorkill.com

EMAIL

ccorkill.va@gmail.com

SKILLS

- Content Writing
- Social Media Management
- SEO/Keyword Research
- Blogging
- Proofreading
- Editing
- Pinterest
- Canva
- Wordpress
- G-Suite

CAYLA CORKILL

VIRTUAL ASSISTANT

ABOUT ME

Passionate virtual assistant, providing you with support for your business. Experience in writing, proofreading, and social media. Skilled in SEO and keyword research. Expertise as a content-based quality assurance specialist, writer, researcher, and editor. Offering quality content and a professional experience.

WORK EXPERIENCE

Virtual Assistant

November 2021 - Present

- Wrote out job listings and conducted research, complete with descriptions and projected logistics for the job market.
- Completed website and app testing with reviews for better user experience
- Performed proofreading and editing for client newsletter in a timely manner

Content Writer, Quality Assurance Personnel

May 2022- August 2022

- Content writer for a variety of marketing agencies, freelance clients, and independent bloggers
- Performed keyword research and employed SEO tactics
- Quality assurance specialist for content platforms. Managed content reviews, proofread documents, made suggested edits, and rated content based on brief alignment, grammar, tone, and SEO

EDUCATION

Central Methodist University, 2015 - 2020

Bachelors of Music Education, Vocal Emphasis