

Georgina Ballshaw

VIRTUAL ASSISTANT

My new role as a Virtual Assistant builds on the experience I have gained throughout my career and directs it towards helping others. My biggest pet peeve while in a management role was my team not being able to do the work they were good at due to generic admin getting in the way. My goal is to create a role within companies which allows VA's like myself to remove those admin tasks so skilled specialist staff can be more productive with the hours they have.

CONTACT INFO

07729769315

Georgina.ballshaw@gmail.com

Crieff, Scotland

EDUCATION

University of Central Lancashire

Game Design B.A. - 2.1

SKILLS

- Administrative tasks
- Technical document writing
- Web Design & Basic HTML
- Power point presentation design
- Project Organisation
- Newsletter design
- Budgeting & Expenses
- Custom Media & Graphics
- Communication with staff, Management and publishing
- Event management

Experience

Virtual Assistant ~ 2021

- Email & calendar set up for room rental business
- HTML Website created for new business
- Business card design and ordering

Newsletter creation ~ 2017—2018

- Volunteer work for Friends of the Earth charity
- Two 12 page newsletter booklets designed, created and printed for social media and physical handouts

Assistant Game Director ~ 2017—2019

- Project management
- Directed team of 60+
- Presented to WB
- Brand management

Event Organising ~ 2013—2015

- 600 Co-workers & 3 parties a year
- Developing and working to budgets
- Communicating with outside companies
- Media creation for events

Game Designer ~ 2013—2017

- Worked with all departments to realise design
- Worked with brands like: LEGO, Marvel & more!

Accomplishments

As an avid gamer, my top 5 games are: Oxygen not Included, Skyrim, Don't Starve, Witcher 3 & Horizon Zero Dawn. Currently playing Frost Punk.

In the real world, I've backpacked across India & South East Asia and we're currently travelling across the UK in our campervan with our 1 year old daughter.

One of my biggest hobbies outside of gaming is Bullet Journaling, a life organisation system which has not only helped me achieve some big life goals but levelled up my workplace productivity to new heights!

Freelance

TTGAMES