

Teri Wesley

Supporting all levels of business owners and executives – from sole proprietors to C-level - I have acquired a broad range of expertise in various sectors, ranging from broadcasting to military, legal, medical, advertising, financial, and technology.

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SKILLS

- Microsoft Office
- Google Suite
- Slack
- Ally
- Project Management
- Social Media Management
- MS Powerpoint
- Adobe Creative Suite
- Constant Contact
- ActiveCampaign
- Klaviyo
- HubSpot
- Freshdesk
- Shopify
- Tidio
- WordPress
- Drupal
- Basic HTML
- Writing/Editing



EDUCATION

Executive Secretary
Scarlet Oaks Career
Development Campus
Cincinnati, OH
1978-1980

Norwood High School
(Honors)
Norwood, OH
1980

Professional Experience

Virtual Support Specialist

2018-Present

Self-Employed

- Calendar management, email management, appointment scheduling, travel arrangements, online research
- Administrative support: typing, data entry, database management,
- Customer service: email, phone, and online customer support
- Writing/editing: articles, social media platforms, blogs, websites
- Contributing Editor of [Bankers' Hotline](#) monthly newsletter*
- Assistant Publisher of Bankers' Hotline and Compliance Action newsletter and Assistant Coordinator of annual Bank Security Conference

Community Manager/Executive Assistant

2020-2021

Winston Privacy, LLC.

- Executive Assistant to the Founder/CEO
- Support for marketing and customer support teams
- Social media management: designing, writing, scheduling organic posts on Facebook, Instagram, LinkedIn, Twitter, MeWe, Parler
- Writing, editing, and publishing blog posts and email campaigns
- Remote support via Freshdesk, live website chat, and email
- Management of social media influencers
- Exceeded quarterly and annual OKR goals for user reviews by 30%

Editor, Asst Publisher, Admin Assistant

2003-2018

GBM Enterprises/BankersOnline

- Contributing Editor of [Bankers' Hotline](#) monthly newsletter.
* Have not missed a publication deadline since taking over the newsletter in 2003
- Layout, edit, and publish two monthly financial industry newsletters
- Editor of weekly and monthly email briefings: bank security, bank technology and cybersecurity news
- Assistant coordinator for annual Bank Security Conference
- Email marketing campaigns for Bank Security Conference
- Customer support via phone, email, and ecommerce site
- Database management: subscribers, conference, and products
- Billing, accounts receivable, general administrative

🚢 Military Service

United States Navy, NAS Pensacola, FL, YN2 (E-5)

1984-1988

- Military Support Office Yeoman: Office support, admin support for CO/XO and CMC, prepared memos, correspondence, and personnel evaluations
- Yeoman for Staff Judge Advocate General: prepared military records for administrative or criminal trials
- Maintained 4.0 evaluations for 4 years of active duty service