



DEX R. RAE

VIRTUAL ASSISTANT AND
GHL SPECIALIST



CONTACT

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TRAININGS/ CERTIFICATIONS

- Foundation Virtual Assistant Assessment
- Deal Sourcing
- Virtual Marketing Course
- Property Management



INTERNSHIP PROGRAM ATTENDED

- Deal Sourcing
- Service Accommodation
- Property Management
- Graphics and Social Media



HANDS-ON SOFTWARES

- Adobe Lightroom
- Adobe Photoshop
- Adobe Illustrator
- Adobe Lightroom
- Wondershare Filmora
- Square Space
- Wordpress
- Click Funnels
- Active Campaigns
- Microsoft Offices
- OBS Studio
- Stream Yard
- Go High Level
- Github
- Canva
- Cognito
- ChatGPT
- Claude
- Loomly
- Mailchimp
- Fasthosts
- GoDaddy
- Namecheap
- Nordpass
- Lastpass
- Asana
- Trello
- Capcut



GENIUS PROFILE

- Dynamo Genius



CAREER OBJECTIVE

Creative and detail-oriented professional with skills in graphic design, video editing, website design, and social media management. Experienced in creating engaging content and building strong digital presence for brands. Open to opportunities where I can apply my creativity and technical expertise to help businesses grow.



EXECUTIVE SUMMARY

Punctual and detail-oriented Virtual Assistant skilled in social media management, graphic design, web design and video editing.



WORK EXPERIENCES

■ Helpful Property Group 2025 - 2026

🕒 Go High Level Specialist

I worked with Helpful Property Group to architect and manage their full GoHighLevel ecosystem building automation systems that capture leads and move them through the sales pipeline efficiently. I make sure GoHighLevel works as a revenue engine, not just another piece of software.

■ Answer 4 Business Ltd 2024 - 2025

🕒 Graphic Designer / Social Media Manager

A full-year virtual assistant engagement where I served as the digital backbone of their content and social media operations handling everything from graphic creation to video editing and scheduling.

■ The Luxury Property Forum 2024 - 2025

🕒 Graphic Designer / Social Media Manager

Produced premium visual and video content for a luxury property community platform maintaining the brand's high-end positioning through consistently polished design work.

■ Simple Fast Mortgage 2024

🕒 Graphic Designer / Social Media Manager

A focused short-term engagement supporting a mortgage company's digital content needs creating graphics content that made their financial services more approachable and visible online.

■ The Wedding Society Ltd 2024

🕒 Graphic Designer

Created visual content for a wedding brand capturing the elegance and emotion of the wedding industry through social media-first design and storytelling.

■ Awaken 2 Business Ltd 2023 - 2025

🕒 Graphic Designer / Social Media Manager / Technical Support

A long-term multi-role engagement where I wore several hats handling both creative output and technical operations to keep the business running smoothly.

■ Aerial Insights Ltd 2023 - 2024

🕒 Graphic Designer / Social Media Manager / Video Editor

Managed the brand's digital community while producing all visual and video content bridging engagement and creative production in a single role.