

Reimund L.

Writing, Research & Document Support Virtual Assistant (Law Graduate)

Primary: Creative · Secondary: Admin · Level: Mid · Experience: 4+ years



Scan here to book a strategy call with one of our Business Development Experts

3.5/5

COMMUNICATION
ASSESSED BY TOP

SUMMARY

Law graduate (LL.B.) working remotely as a freelance writer and copywriter since June 2024, producing research-based briefs and client-facing documents with a final quality check before delivery. Earlier worked as an operations manager handling scheduling, recordkeeping, reporting and SOP checklists. Best suited to writing, research and document-focused support.

COMMUNICATION

Assessed by the TOP team through a recorded voice screening.

SKILL TRACKS

Admin		2/5 · Entry	Operations Manager, Jan 2017 - Jul 2018: scheduling, task coordination, recordkeeping, reporting and SOP checklists. Role ended over 5 years ago.
Creative		3/5 · Capable	Freelance writer and copywriter since Jun 2024: research-based briefs, client-facing documents and memo-style summaries; two copywriting certifications.
Tech		0/5 · Not evidenced	Not evidenced in experience provided
Support		0/5 · Not evidenced	Not evidenced in experience provided
Sales		0/5 · Not evidenced	Not evidenced in experience provided

BEST-FIT ROLES

Content and copywriting VA · Research and document preparation VA · Admin support with a writing focus

KEY STRENGTHS

- Drafts and edits research-based briefs and client documents, with consistent formatting and a final quality check before delivery
- Synthesises sources into concise summaries and recommendations
- Manages client communication, scope and deadlines in a fully remote workflow
- Background in checklists and SOPs that reduced errors and improved turnaround times

TOOLS

- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Google Workspace (Docs, Sheets, Drive, Calendar)
- PDF editing and conversion
- Zoom
- Slack
- ChatGPT

DEVELOPMENT AREAS

- No paid paralegal or legal administration role listed; legal skills are supported by the LL.B. degree and research writing, not by a legal job
- No case-management software experience listed
- No employment listed between Aug 2018 and May 2024 (LL.B. completed in 2023)
- No customer support, sales or technical/automation experience listed

