




# CHERYL MCCULLOUGH

EXECUTIVE ASSISTANT



## CONTACT

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## EDUCATION

**Penn Foster College**  
Associates Degree

**Queen's University Belfast**  
Developing for Success:  
Assertiveness

**Belfast Institute for Further Education**  
Computer Skills  
Typing  
Word Processing

## SKILLS

Time management  
Problem solving  
Communication  
Creativity  
Leadership  
Webinars  
Social Media

## SOFTWARE

Canva  
Office 365  
Google Drive  
ClickUp  
Slack  
Asana  
Wordpress

## ABOUT ME

Award winning entrepreneur.  
Managed World Champion Boxer Wayne McCullough for 15+ years, achieving the title of Boxing Manager of the Year 2005. Highly motivated and results oriented.  
Has managed various successful property deals to build a property development portfolio.  
Developed a career in talent and sports management including administrative, travel, financial, promotional sponsorship and communications activity for her clients which now includes MUA and IG content creator, Wy Mac.

## EXPERIENCE

### EXECUTIVE ASSISTANT

#### Shadowridge Asset Management | 2023

- Customer Service
- Graphic Design

#### NB Chartered Communications | 2010 -2023

- Marketing and PR VA

#### BestSelf Co | 2018 - 2022

- VA to the CEO
- Personal and professional daily tasks

#### Lisa Fabrega | 2015 - 2016

- VA to the CEO

#### Dean Street Society | 2015

- Business Manager
- VA to IG superstar / Stylist
- Personal daily tasks

#### Promote A Book | 2013 - 2015

- VA to Michael R Drew – marketing and PR specialist

#### Pocket Rocket Inc | 1997 - 2011

- Office Manager
- Set up interviews on radio, TV, Internet and podcasts
- Day to day running of a small office
- Copywriting for books, magazine articles and interviews