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elevated VA



\$2,800 a month

our Elevated VAs are dedicated to providing comprehensive support tailored to the needs of insurance agencies, including

✓ ACORD applications

✓ audits reviews

✓ info for endorsements

✓ assist with quoting

✓ complex certificates of
insurance



GABRIELA FLORES

Nicaragua

PROFESSIONAL BACKGROUND

Insurance & Customer Service

INTERESTING FACTS

- Singing is my happy place—I'll belt out a tune anytime, anywhere!
- Passionate makeup artist, always experimenting with new looks and styles.

[VIDEO | RESUME](#)



LUCAS PRATA

Brazil

PROFESSIONAL BACKGROUND

Administrative Assistance & English Teaching.

INTERESTING FACTS

- I can type at lightning speed—70 words per minute!
- I studied Spanish in the beautiful city of Córdoba, Argentina.
- I'm a horror movie fan, and my favorite is Fear Street.

[VIDEO | RESUME](#)



NATHALYA BARBOSA

Brazil

PROFESSIONAL BACKGROUND

Customer Service & Administrative Support

INTERESTING FACTS

- Spent two years living and studying in the U.S.
- Wanderlust-driven—I've explored over 15 countries and counting!
- Passionate about photography and currently honing my skills through a specialized course.

[VIDEO | RESUME](#)

client facing



\$2,500 a month

our client-facing Virtual Assistants are fluent in english and can assist with all of your client facing administrative and front office operations including

✓ manage incoming phones

✓ customer service inquiries

✓ billing & payments

✓ calling carriers

✓ client intake forms



FILLIPE DINIZ

Brazil

PROFESSIONAL BACKGROUND

Sales & Customer Success.

INTERESTING FACTS

- A huge fan of horror and science fiction—give me all the thrills!
- I'm a tech enthusiast, always keeping up with the latest innovations.
- I love giving back and volunteer in social programs.

[VIDEO | RESUME](#)



VITOR CONTESINI

Brazil

PROFESSIONAL BACKGROUND

English Teaching & Graphic Design.

INTERESTING FACTS

- I spin through over 50 records every month.
- I once won a statewide trivia quiz—knowledge is power!
- Living on a farm has made me an expert on nature.

[VIDEO | RESUME](#)



JEAN SILVEIRA

Brazil

PROFESSIONAL BACKGROUND

Executive Assistance & Customer Service

INTERESTING FACTS

- I have a commercial pilot's license and love flying.
- I can play the accordion—old-school charm at its best!
- I'm a proud record collector with a passion for vinyl.

[VIDEO | RESUME](#)



ISAAC CARVALHO

Brazil

PROFESSIONAL BACKGROUND

Administration & English Teaching

INTERESTING FACTS

- I've been a seminarian for over 3 years, deepening my faith and knowledge.
- I run an Instagram page focused on English teaching—sharing tips and lessons with others.

[VIDEO | RESUME](#)



ALEJANDRA JAHUEY

Mexico

PROFESSIONAL BACKGROUND

Shift Supervision & Customer Service

INTERESTING FACTS

- I love reading and aim to finish at least one book per month.
- - I'm a huge Harry Potter fan — I own all the books, DVDs, and even mini Funkos!

[VIDEO | RESUME](#)



SARA GUTIERREZ

Nicaragua

PROFESSIONAL BACKGROUND

Medical Interpreting & Appointment Setting

INTERESTING FACTS

- I hit a new personal record in hip thrusts at the gym — felt like I had superhuman strength afterward!
- I've faced the spotlight in 2 singing contests.
- I love writing and I've written several romance stories.

[VIDEO | RESUME](#)

back office



\$2,300 a month

Excellent back office support to help with all of your detailed-oriented administrative tasks including: CRM Management. Our VA's are trained in HawkSoft, Epic, AMS360 and EZLynx

✓ **acord applications**

✓ **carrier downloads**

✓ **notice of cancellations**

✓ **auto-ID**

✓ **mortgagee changes**

✓ **BOR/loss run
request letters**

✓ **certificates**

✓ **renewals/endorsements**

✓ **review and update
policies**



ANDREA DUBON

Honduras

PROFESSIONAL BACKGROUND

English Teaching

INTERESTING FACTS

- I have a growing collection of creative coffee mugs.
- I love learning languages — currently tackling Portuguese and German.
- I'm an avid reader, especially drawn to fantasy and horror novels.

[VIDEO | RESUME](#)



LUCAS DA SILVA

Brazil

PROFESSIONAL BACKGROUND

Tech Support & Customer Service

INTERESTING FACTS

- I taught myself to play the electric guitar, bass, and keyboard—though I don't practice as much anymore.
- My true talent? Collecting discounted games I'll probably never play.
- Let's be real—my cats run the house, I just live in it.

[VIDEO | RESUME](#)



MIGUEL BAUTISTA

Colombia

PROFESSIONAL BACKGROUND

Customer Service & Admin

INTERESTING FACTS

- Professional salsa dancer with a deep love for rhythm & movement.
- Playing the piano since I was 15 — music has been my constant companion.
- Passionate about languages and discovering new cultures, always eager to learn and connect.

[VIDEO | RESUME](#)



ANA MARIA ARANDA

Nicaragua

PROFESSIONAL BACKGROUND

Customer Service & Support.

INTERESTING FACTS

- Organizing and planning in my free time sharpens my attention to detail and time management.
- I enjoy finding creative solutions to both personal and work-related challenges, boosting my problem-solving skills.

[VIDEO | RESUME](#)



VINICIUS SILVA

Brazil

PROFESSIONAL BACKGROUND

Quality Control & Teaching

INTERESTING FACTS

- I hit the gym twice a day—fitness is my lifestyle.
- I lived in Hungary for a year and loved the experience.
- Proud Swiftie—Taylor Swift's music is my soundtrack.

[VIDEO | RESUME](#)



GABRIEL SANTOS

Brazil

PROFESSIONAL BACKGROUND

English Teaching

INTERESTING FACTS

- Passionate about languages and always eager to learn a new one.
- A rock music enthusiast—nothing beats a great guitar solo!

[VIDEO | RESUME](#)



DALIA ABU GHOSH

Bolivia

PROFESSIONAL BACKGROUND

English English Teaching & Customer Service

INTERESTING FACTS

- Volleyball is my absolute favorite sport!
- Singing is my happy place, and I've even won a couple of contests along the way.
- Coffee fuels my days, whether it's a classic espresso or a fancy cold brew—I love it all!

[VIDEO | RESUME](#)

contact us

Interested in interviewing a candidate? Contact us today!

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