

Melissa Swink
& Co

Kelly
Clark



VIRTUAL ASSISTANT

Hi I am Kelly! I am currently living in Alabama, recently moving here from Southern California. I have two children and two grandsons which my grandsons are the reason why I moved here! I love the water and spending time with my family! Oh, and I forgot to mention how much I love coffee and I am a huge dog lover!

I have over 20 years in administration, tech and project management experience. I love processes, systems, and organization. If there are ways I can help create new processes with more efficiency, and allowing them to focus on what they need to, that is what I love to do!