

**KaTania Brown-Shepherd** She/Her  
 Add verification badge  
 Freelance Virtual Assistant / Founder Virtually Possible 365  
 Redford, Michigan, United States · Contact info  
 499 connections

Open to Add profile section Resources

Open to work  
 Virtual Assistant and Virtual Office Assistant roles  
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Share that you're hiring and attract qualified candidates.  
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**Analytics**  
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- 8 profile views  
Discover who's viewed your profile.
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Show all analytics →

**About**

An accomplished professional looking to utilize my online and email marketing, trade show, event planning, business expertise, human resources, crowd funding, newsletter content, website building and social media management.

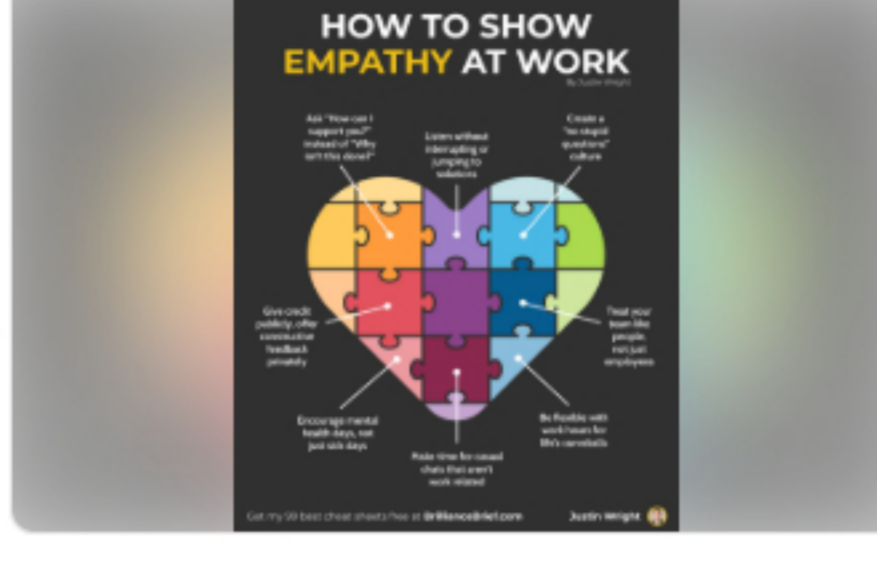
**Activity**  
 495 followers

Posts Comments Images

**KaTania Brown-Shepherd** · You  
 Freelance Virtual Assistant / President Virt...  
 1d · 🌐


Being an empath means you're especially attuned to others' emotions and energy. Here are a few core aspects: ...more

**Justin Wright** 🌐 · 3rd+  
 Your success, my mission | 3x founder & CE...  
 I managed teams for 10 years before I learned this important truth: ...more



**KaTania Brown-Shepherd** · You  
 Freelance Virtual Assistant / President Virt...  
 3w · 🌐

How Virtual Assistants Can Help Your Business Grow (Even During a Recession!) ...more



**Experience**

- Freelance Virtual Assistant/Founder**  
 Virtually Possible 365 - Self-employed  
 May 2019 - Present · 6 yrs 4 mos  
 Redford, Michigan, United States · Remote

Virtually Possible 365 is a business service that provides highly skilled professionals to Small Business Owners and Independent Contractors in need of Operational and Project Support, Social Media Management, Rea ...see more

- Reference Checking, Microsoft PowerPoint and +25 skills

- Administrator**  
 Leisure Living Management · Full-time  
 Jun 2018 - Apr 2019 · 11 mos  
 Glen Abbey Assisted Living

Drives culture within community. Responsible for reinforcing our Common Beliefs through communication and modeling expected servant leadership behaviors in all interactions with others... ..see more

- Resource Coordinator II**  
 Stefanini US  
 Mar 2016 - Jun 2018 · 2 yrs 4 mos  
 Southfield, Michigan

- Maintaining a database of corporate information, such as policies and processes, consultant information, program schedules, contracts, master service agreements and confidential company data... ..see more

- Resource Deployment Administrator**  
 Federated Service Solutions  
 Sep 2014 - Mar 2016 · 1 yr 7 mos  
 Farmington Hills, Michigan

Coordinates scheduling based on Client and Project Manager's timelines, determining the best and most cost effective routes for various projects across North America. Collects project details and information, updates the...

- Staffing Consultant**  
 Express Employment Professionals  
 Jan 2013 - May 2014 · 1 yr 5 mos  
 Royal Oak, Keego Harbor and Wixom

Recruit, screen, interview, and select candidates for both short term and long term employment assignments. Conduct background checks. Conduct drug and alcohol screenings. Coordinate job fairs with the vari... ..see more

Show all 8 experiences →

**Education**

- Baker College of Auburn Hills**  
 Bachelor, Healthcare Administration Management/Human Resources  
 2010 - 2012

Dean's List 6 Semesters  
 G.P.A. 3.99

- Davenport University**  
 Bachelor, Marketing  
 1992 - 1995

Attendee at President't Luncheon for maintaining 4.0 G.P.A for entire full time students.

**Volunteering**

- Executive Office Assistant**  
 Charles H. Wright Museum of African American History  
 Nov 2011 - Mar 2012 · 5 mos  
 Arts and Culture

- Organizer**  
 Humble Design Michigan  
 Apr 2019 - Present · 6 yrs 5 mos  
 Social Services

**Skills**

**Real Estate Listings**

- Freelance Virtual Assistant/Founder at Virtually Possible 365

**monday.com**

- Freelance Virtual Assistant/Founder at Virtually Possible 365

Show all 59 skills →

**Recommendations** Show all pending

Received Given

**Carla McGrew** 🌐 · 1st  
 Talent Acquisition Executive | Technical Recruitment | Candidate Experience Enthusiast | People Connector  
 September 29, 2023, Carla worked with KaTania but on different teams

I had the pleasure of bringing KaTania Brown onto the Stefanini team, and I was thoroughly impressed by her dedication and capabilities in the role of Resource Coordinator. Her performance received positive feedback confirming that she was an excellent hire.

KaTania possesses a remarkable set of skills that greatly benefited the organization. She is a detail-oriented professional who excelled at onboarding consultants, managing background checks, conducting reference checks, and handling various administrative responsibilities. She played a pivotal role in ensuring the team operated smoothly and efficiently... ..see more

**Jennifer Parker** · 1st  
 Staffing Consultant at Express Employment Professionals  
 May 7, 2013, Jennifer worked with KaTania on the same team

Kat is very professional and will get any task given done! She is a great addition to the Express team and I am very glad to work with her.

**Top Voices** Companies Groups Newsletters Schools

- Daymond John** 🌐 · 2nd  
 CEO of FUBU and The Shark Group, TV Personality  
 ABC Shark Tank, Public Speaker  
 2,710,702 followers

Following

- Ryan Reynolds** 🌐 · 3rd  
 Part-Time Actor, Business Owner  
 3,658,488 followers


Following

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**Profile language**  
 English

**Public profile & URL**  
 www.linkedin.com/in/katania-brown-shepherd-075a627

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- Someone at Syddansk Universitet -...**  
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- Michelle Reseigh Piazza** 🌐  
 Director of Human Resources at Select Medical Hospitals  
 + Connect
- Camron Kashani Gharavi**  
 Co-Owner and Director HealthQuest Physical Therapy...  
 + Connect
- John A. Wyatt**  
 Real estate investor/owner  
 Tapers Beauty and Barber salon  
 + Connect
- Hannah Woody** 🌐  
 Chief Human Resources Officer  
 + Connect
- Bill Quinn**  
 Helping tech founders secure funding and scale their...  
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 6,211,596 followers  
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