

VIRTUAL ASSISTANT

Online Portfolio

All That We Get Done Is Through Diligation

Portfolio 2023



About me

● Skills

● Experience

● Experience

● Our Work

● Award Received

● Get In Touch

Welcome Message

Good day

VA Services By Nadine is a Virtual Assistant Company that I started. I offer Administration services to clients.

Services Include But Is Not Limited To:

- Content Creation
- Book Covers
- Preparing Invoices
- Creating Business Plans
- Proofreading & Editing
- Transcription & Creating Presentations
- Social Media Managing
- Advertisements (Flyers, Banners etc.)

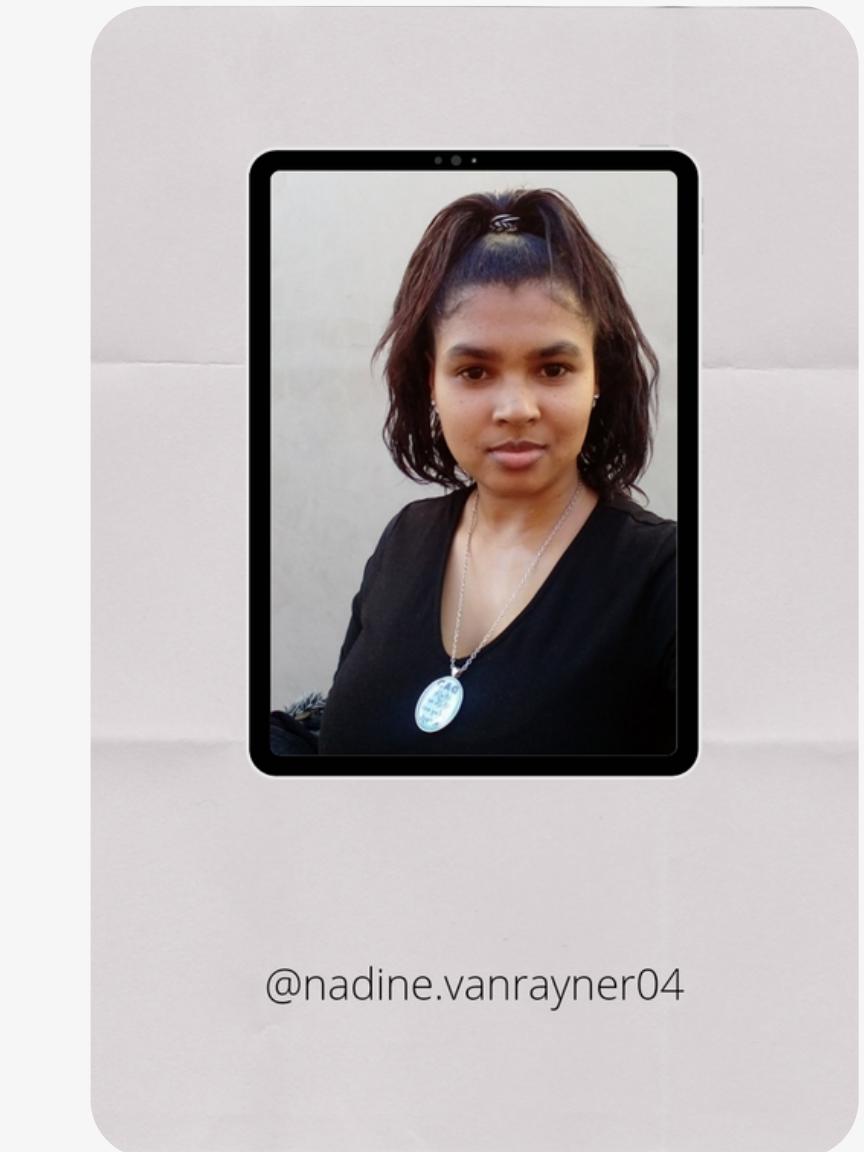


About Me

Nadine van Rayner

I am a hard working individual, with excellent time management skills. I pride myself in getting the job done to the best of my ability. To leave the client satisfied seeing their vision of the project they entrusted me with, come to life. Exactly the way they envisioned the project to be, with a little bit of my own creativity added to the project.

I believe in staying true to my own love of creating art work and in doing so take each one of my client's work to the next level.



@nadine.vanrayner04

My Skills

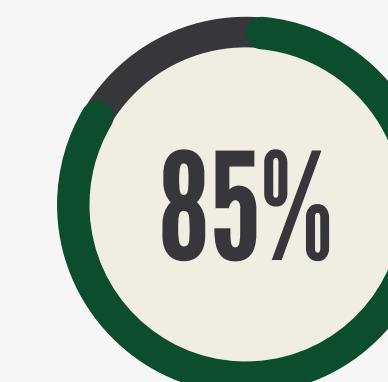
The following graph portray my skills. I do the following on a daily basis. On my Social Media Platforms as well in my business. The online word is a ever changing, fast growing platform and you constantly have to learn and adapt to changes. Especially where the SEO and Algorithm is concerned. Therefore, I constantly have to do research, learn, grow and evolve in order for me to make a success of my business.



Copywriter



Design



Research



Social Media

Work Experience

High School Otto Du Plessis

2008

Oxbridge Academy

2019

I completed my matric in 2008.

Rehau Polymer

2011

I worked at Rehau Polymer from the year 2011 - 2020 as a General Worker. During that time I completed a General Management Course. Received a top learner award for that course and gained a lot of experience while working at the company.

Completed the following courses at Oxbridge Academy:

- Business Management
- Entrepreneurs Venture
- Administration

Administration Experience

Inuka Pe

2020

I do my own admin for my Inuka business. Create Invoices, do online orders, I do advertising as well as follow ups on invoices. I do bookkeeping as well as all the social media management:

- Facebook
- Instagram
- TikTok
- Website
- YouTube Channel

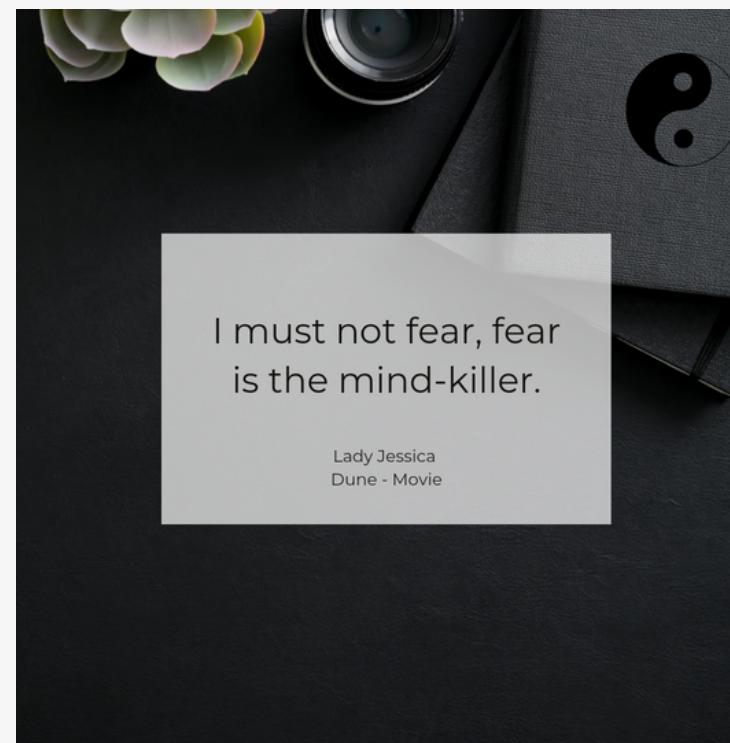
Thoughts Of A Woman

2020

I write, edit, transcribe and proofread my own Blog Posts and YouTube Videos that I manage. For that reason I am constantly improving my English knowledge and grammar. I also manage all the social media attached to my Thoughts Of A Woman:

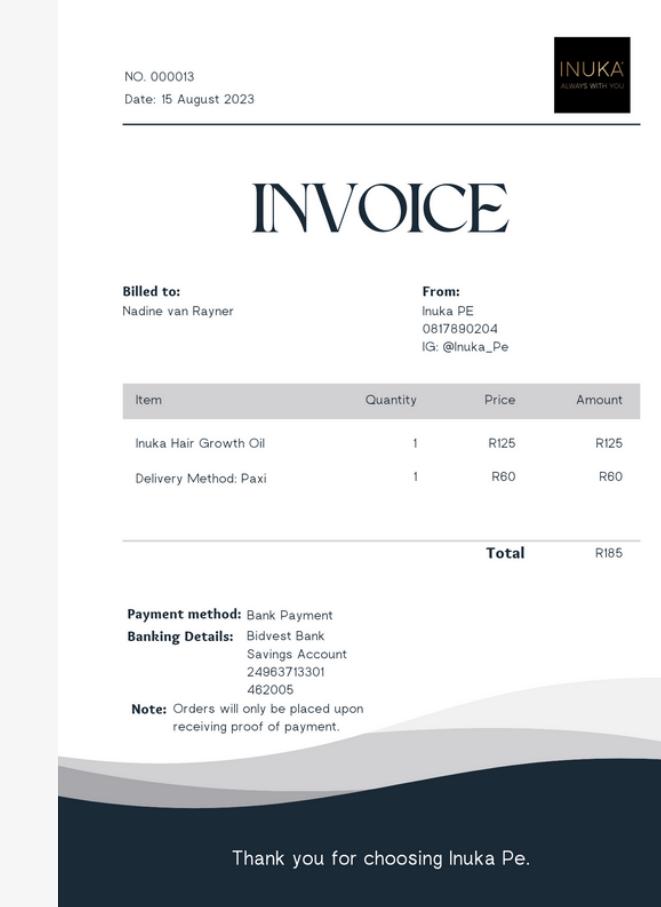
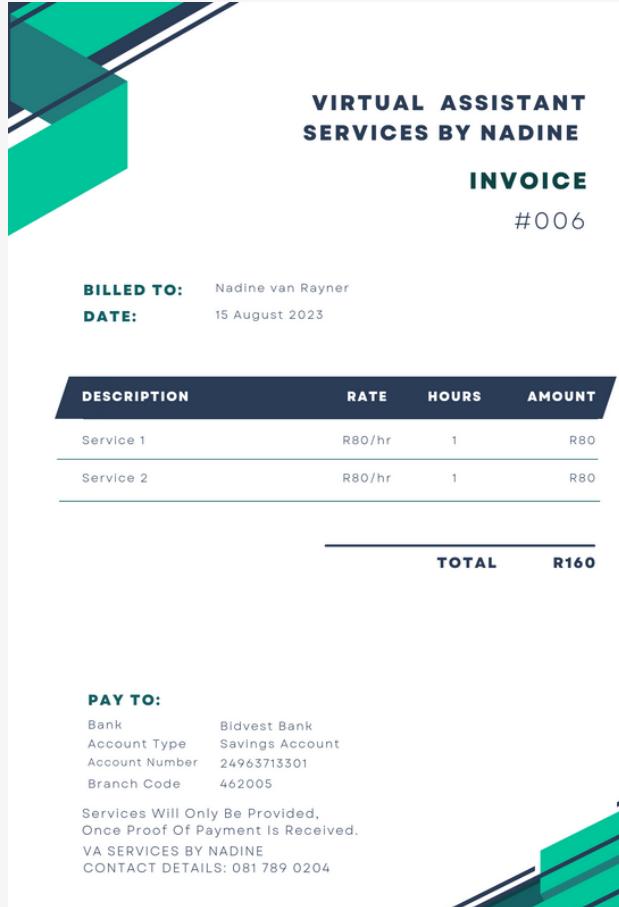
- Instagram
- Pinterest
- YouTube Channel & Website

My Work



The following is samples of work that I have completed.

My Work



The Following is samples of work that I have completed.

Online Platforms

Online

2023

The following online platforms I manage and create content for. Feel free to view them to see more of my work.

@inuka_pe

@thoughts.of.a.woman1111

@create_a_legacy11

Content



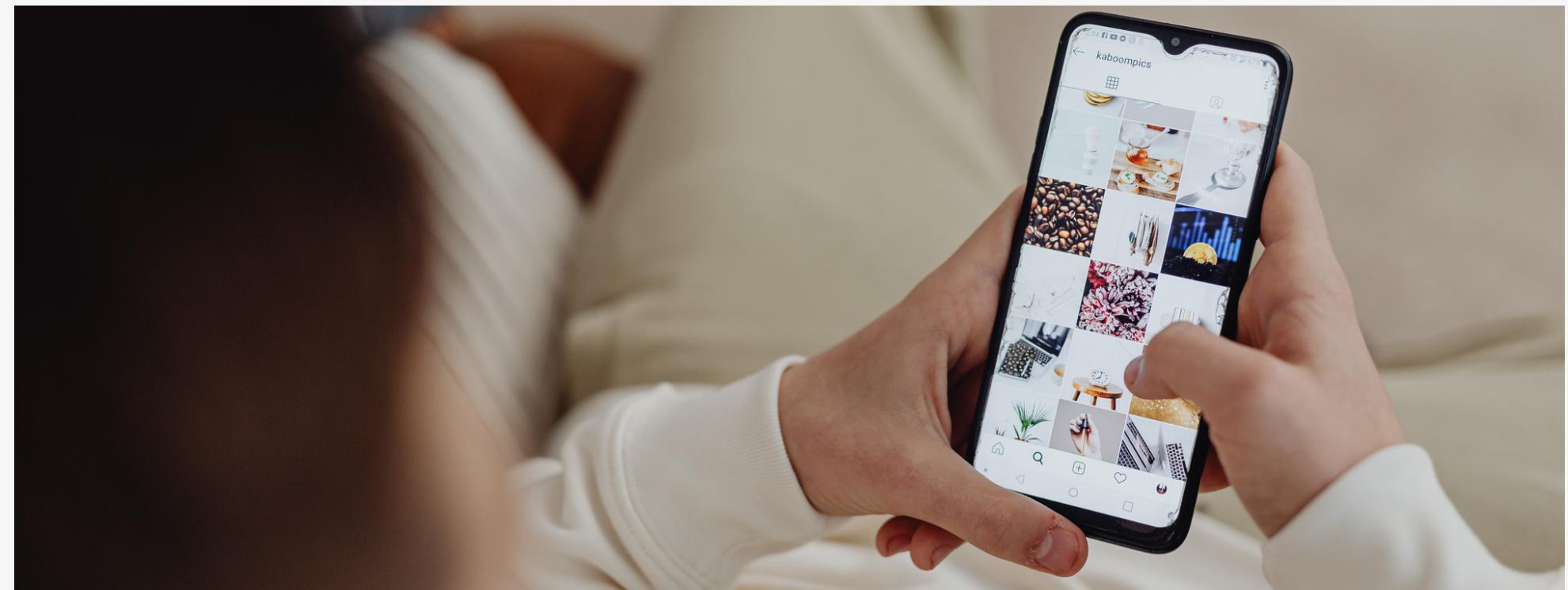
Get In Touch

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Thank You

Thank you for considering VA Services By Nadine. Hope to get in touch with you soon.

