

Virtual Assistant Portfolio

Everything that we get done is through delegation.



Nadine van Rayner

About Me

I provide administrative support to businesses, handling tasks such as scheduling, email management, and customer service to enhance operational efficiency.



My goal is to help each and every client of mine ease their workload by taking on tasks that they don't have time to complete or work on.

I'm a fast learner, and I take pride in providing the best work for each client.

My work is a balance between my skills and experiences, as well as the vision that the client desires to bring to life.

Education

High School

2008

Subjects Passed:

- Afrikaans Home Language
- English First Additional Language
- Accounting
- Business Studies
- Mathematical Literacy
- Life Orientation

Higher Education

Aug 2020 – Jul 2022

- KSA Training Consultants

Generic Management Certificate

Received the Prestigious Award For Model Learner

Oxbridge Academy

- Business Administration Certificate
2020–2021
- Principles of Business Management Certificate
2000–2021
- Entrepreneurship (New Venture Creation)
2020–2021

Qualifications

I gained the following qualifications and experience during the five years that I've been a Virtual Assistant.



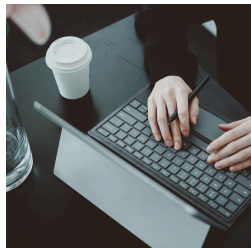
Data Entry

I can input and manage data in various systems, ensuring accuracy and confidentiality.



Email Marketing

I can sort and respond to emails, manage email lists, and create email campaigns.



Customer Service

I can handle customer inquiries, complaints, and follow-ups to ensure satisfaction.



Social Media Management

I create and schedule posts, engage with followers, and monitor social media interactions.

Platforms I Work On: • Instagram • TikTok

• YouTube • Facebook

Qualifications

I gained the following qualifications and experience during the five years that I've been a Virtual Assistant.



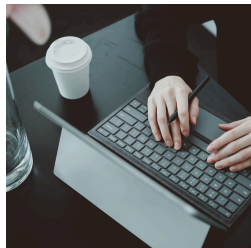
Administrative Support

I provide general administrative assistance, including managing calendars, scheduling appointments, and organizing files.



Travel Arrangements

I can plan and book travel itineraries, including flights, accommodations, and transportation.



Research

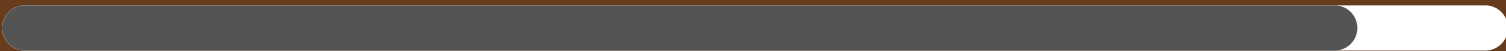
I can conduct online research to gather information and prepare reports or presentations as needed.



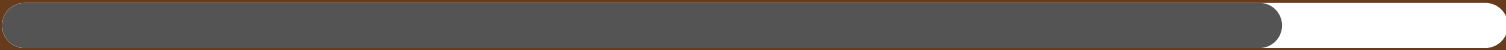
Project Coordinations

I can oversee projects, track progress, and ensure deadlines are met while maintaining organized documentation.

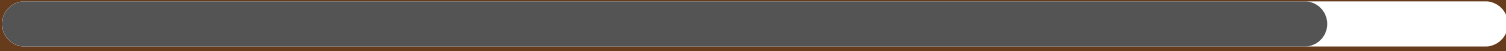
Organizational Skills



Communication Skills



Technical Proficiency



Problem-solving Skills



Personal Skills

Over the years, I have gained and mastered the following skill sets.

Creative Work That I've Done

Take a look at some creative work that I
have done for clients.

The Success Template



COG

CLASS OF GREATNESS

**“My people perish for
a lack of knowledge.”
- Hosea 4:6**

**OLD APOSTOLIC CHURCH
MISSIONVALE YOUTH**

BURGER & CHIPS

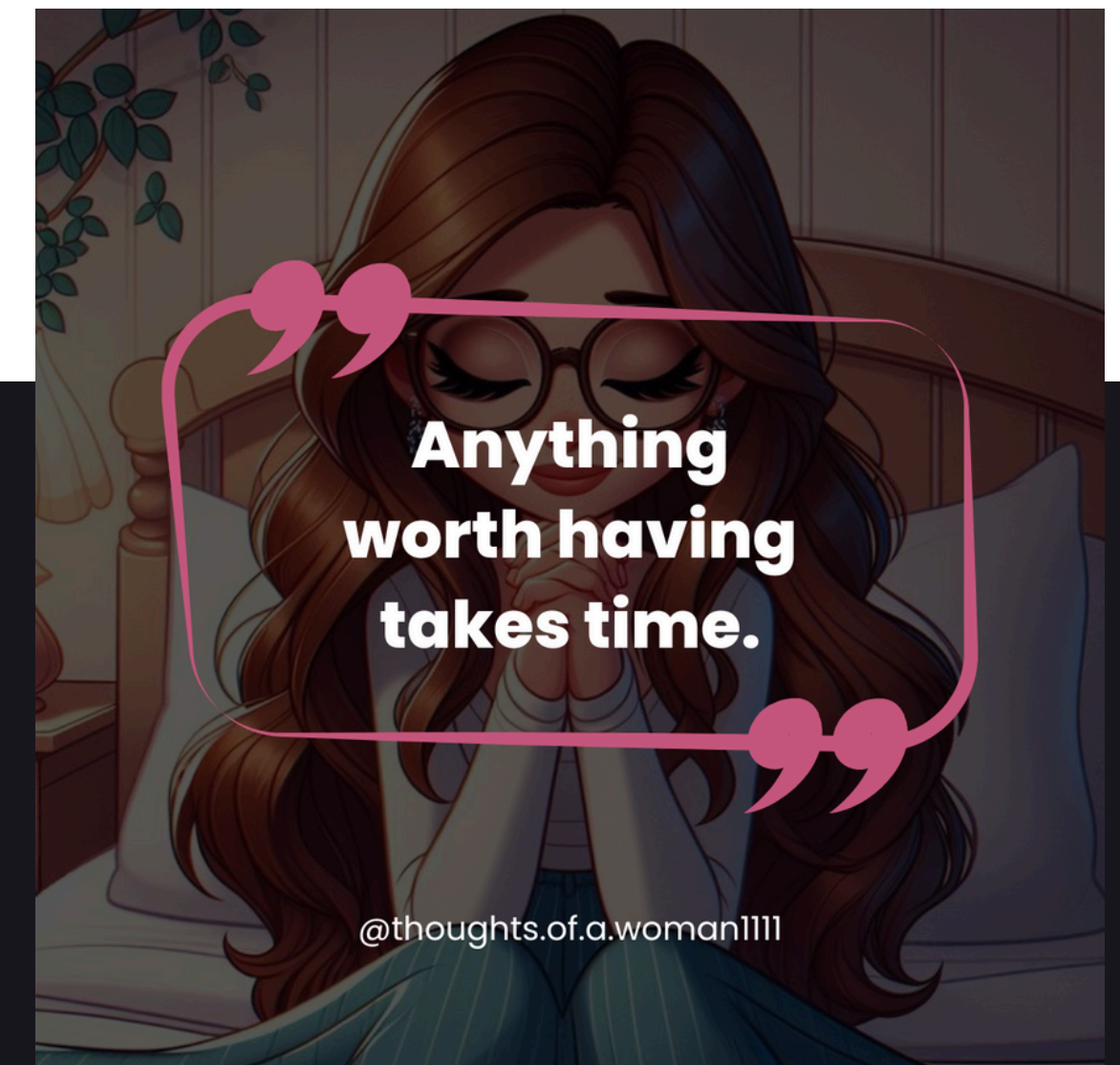
DATE: 07 JULY 2023

PRICE: R35



Samples Of Social Media Content

The following are samples of social media creative work that I have done.





Work Experience

I have experience working on the following platforms:

- Monday.com
- Click Up
- Canva
- LinkedIn
- Substack
- Google Docs
- Excel
- Word

Websites:

- Wix.com
- Systeme.io
- Payhip
- Shopify

I'm a fast learner and have experience working on the following platforms listed here. I am willing and able to learn to work on whatever software or platform my clients have in mind to have their work done on.



Get in Touch

I hope you will invite me to an interview to further discuss any questions you may have.
Looking forward to working with you.



081 789 0204



vanrayner.nadine1404@gmail.com