

TECH-SAVVY VIRTUAL ASSISTANT

Hello Im **Kate**.

Let me enhance your productivity by handling tasks while you focus on what really matters. Go through my portfolio , find out what I can do to ensure you achieve your professional goals easier.

NTOKOZO KATE MOYO



ABOUT ME PAGE



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I bring years of experience in tutoring English online and have recently ventured into the world of web development. My journey in the tech space is driven by a passion for learning and a commitment to excellence. With an intensive ALX Virtual Assistant training under my belt, I'm equipped with the skills to handle your tasks with precision and efficiency.

MY JOURNEY.

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FUTURE PLANS

My goal is to specialize as a Tech-Savvy Virtual Assistant, continually enhancing my skills in web development and virtual assistance. I aim to offer comprehensive support that combines technical proficiency with seamless task management, helping you achieve your goals efficiently.

SERVICES

General Admin Tasks

Email management
Calendar management
Graphic designing
Blogging
Research
Social media management
Content Writting
Travel planning and booking
Transcription
SEO
E book creation
Newsletter writting
Website maintenance
Marketing and Reseaech

Project management

Email marketing
Automation
Asana
Trello
Slack
Monday.com
Setting meeting agenda

Tech-savvy tasks

Customer support
Email marketing
Email template creation
Automation
Creating forms
Google workspace
Landing page creation

SKILLS PAGE

Administrative skills

- **Calendar management and diary planing**
- **Travel planning and booking**
- **Minute taking and transcription**
- **Research and Content writing (eg speeches, training manuals)**
- **Social media posting, scheduling**
- **Customer servive and answering questions**
- **Email management - color coding**
- **Data entry-word,sheets forms**
- **Project management**
- **Problem solving**
- **Strategic planning**

Technical skills

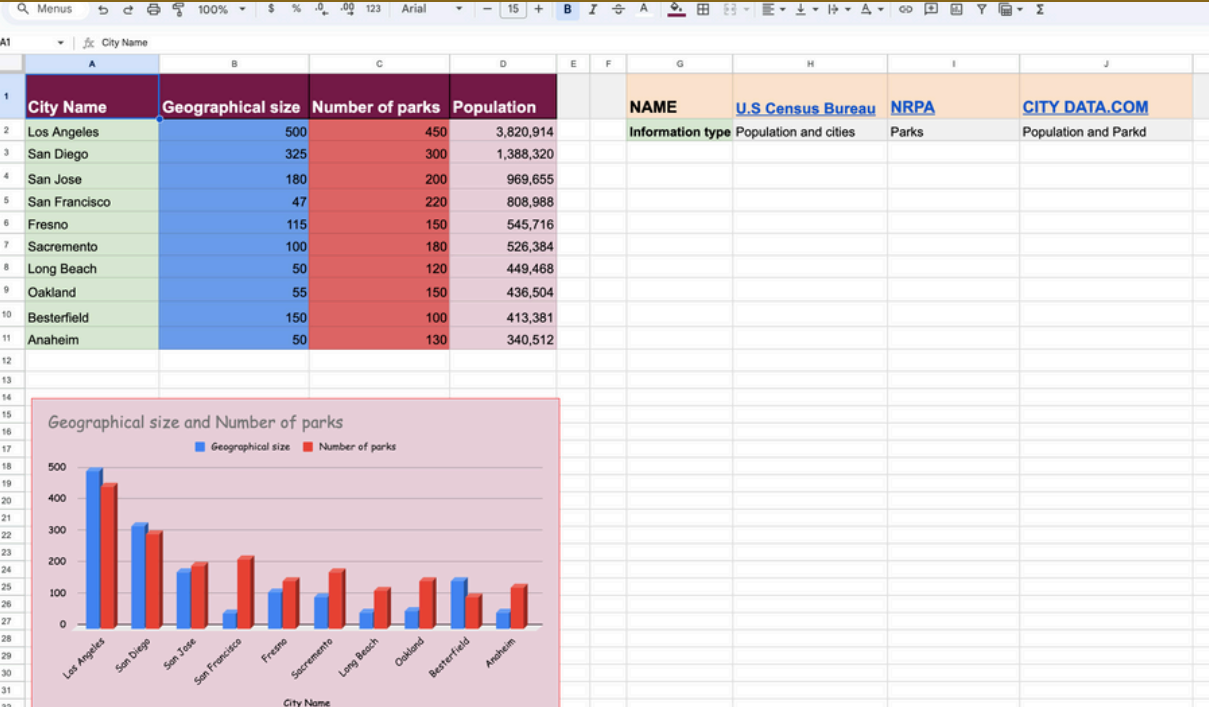
- **Email template creating and designing**
- **Project Management-** trello, Asana,
- **Software proficiency-**
- Google-workspace, CRM , Microsoft office
- **Cloud storage-** Google drive, Dropbox,Onedrive
- **Social media management-** Content creation, scheduling posts
- **Web development-** HTML, CSS, JavaScript, Wordpress
- **SEO-** Onpage SEO, Offpage SEO, Keyword research, creating SEO content
- **Graphic designing-** Canva, Adope, Figma
- **Communication tools-** Slack, Zoom, Microsoft Teams, Google meet

SAMPLES PAGE

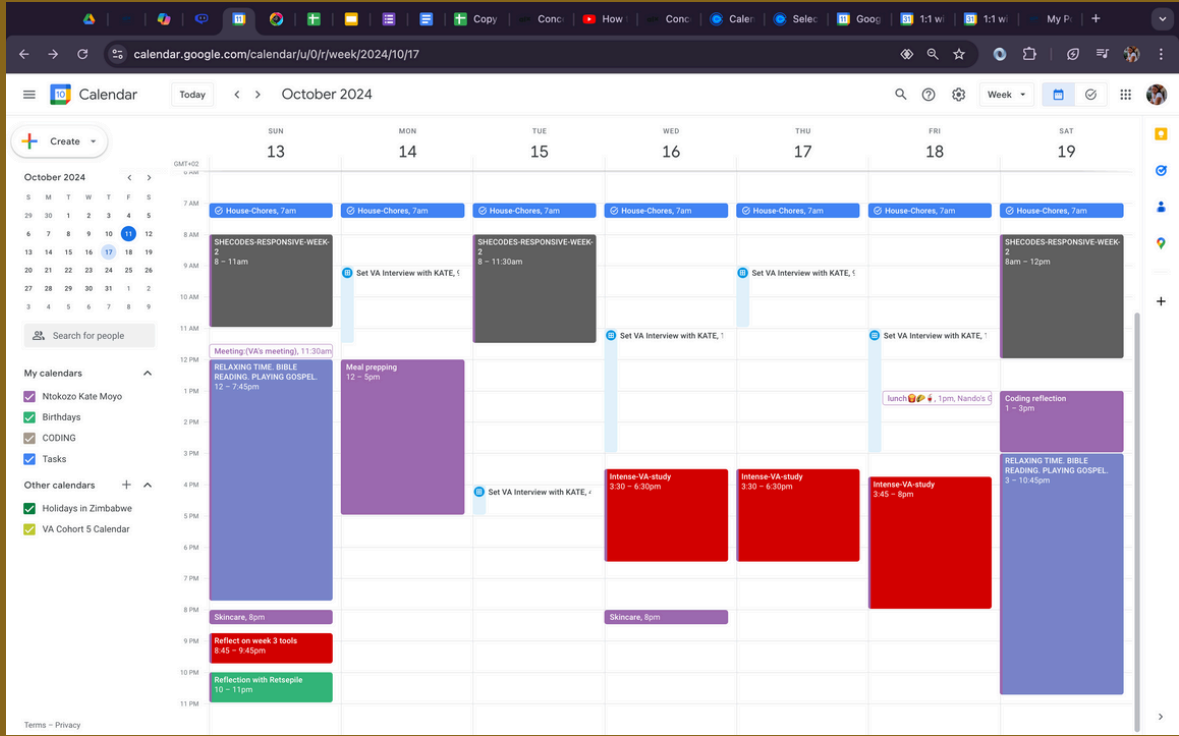
Research and Presentation

Meeting agenda and documantation

Travel planning / Itenerary



Calendar management and scheduling



WEEKLY FUNDRAISING AGENDA SYNC

DAY AND DATE

LOCATION

28/10/2024

ZOOM-MONDAY-28-OCT-2024

MEETING TITLE

START TIME

END TIME

WEEKLY FUNDRAISING AGENDA SYNC

1400

1440

TEAM NAME

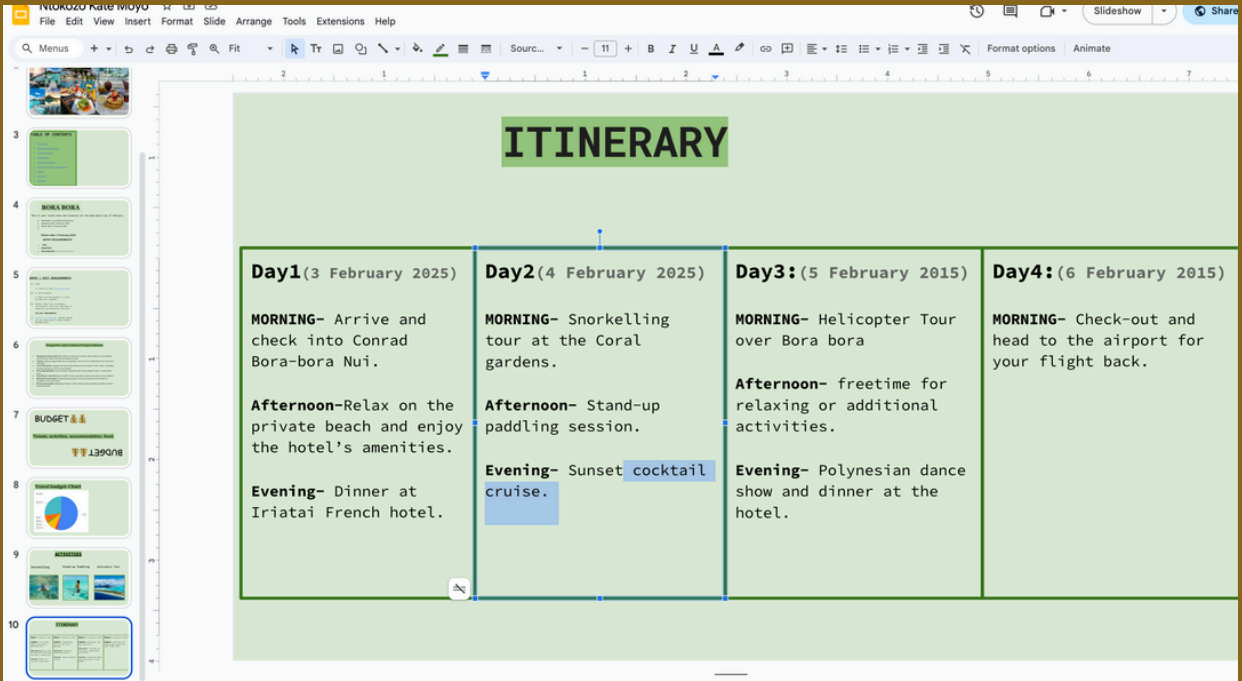
FACILITATOR

THE BEST TEAM

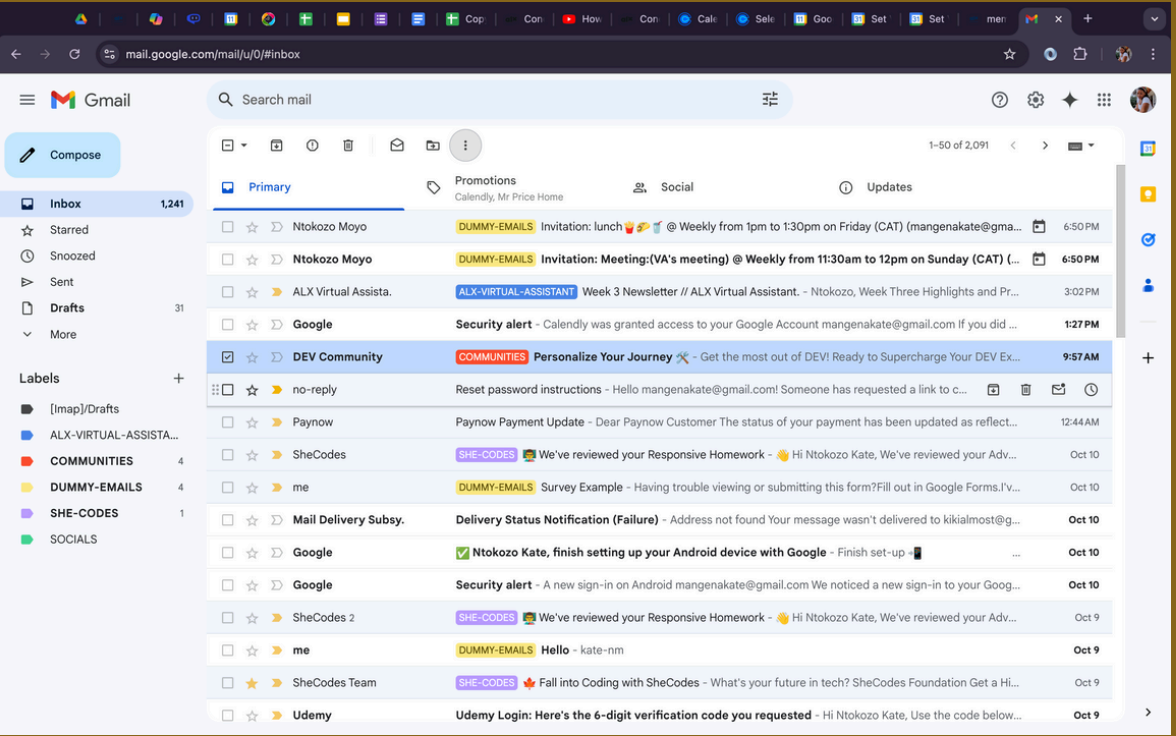
Virtual Assistant

TEAM MEMBERS REQUESTED TO ATTEND

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Email management



Why work with me

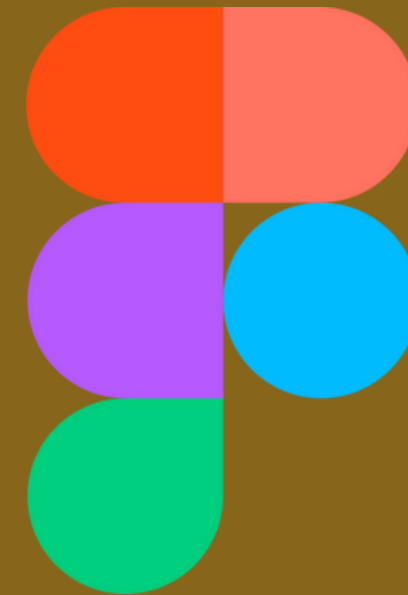
Exeptional service: I provide high-quality personalized support tailored to your specific needs and requirements.

Time saving: I focus on the bunch of smaller tasks while you focus all your time on the core business and activities to reach your proffessional goals faster.

Reliable partner: I am committed t providing consistent support and delivering results on time , building a strong and trusting partnership.

Cost Efficient: My services are affordable and offer significant return on investment , helping you save on hiring full time stuff.

TOOLS



GET IN TOUCH

PHONE

+263771558714

EMAIL

mangenakate@gmail.com

WEBSITE

[Portfolio Website](#)

LINKEDIN

[Ntokozo Kate Moyo](#)

VIRTUAL ASSISTANT

KATE-NM