

# TECH-SAVVY VIRTUAL ASSISTANT

**NTOKOZO KATE MOYO**

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.



# ABOUT ME PAGE



## ABOUT ME.

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.

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.

## 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

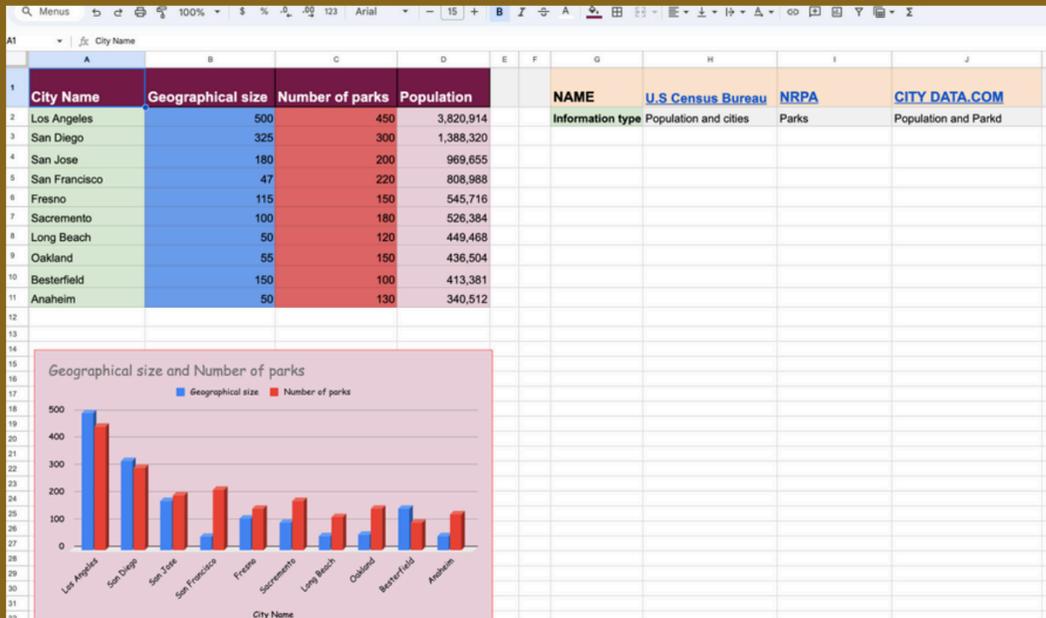
- **Email template creating and designing**
- **Project Management-** trello, Asana,
- **Software proficiency-**
- Google-workspace, CRM , Microsoft office
- **Cloud storage-** Google drive, Dropbox,Onedrive
- **Social media management-** Content creation, scheduling posts
- **Web development-** HTML, 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 / Itinerary



### WEEKLY FUNDRAISING AGENDA SYNC

DAY AND DATE: 28/10/2024 LOCATION: ZOOM-MONDAY-28-OCT-2024

MEETING TITLE: WEEKLY FUNDRAISING AGENDA SYNC START TIME: 1400 END TIME: 1440

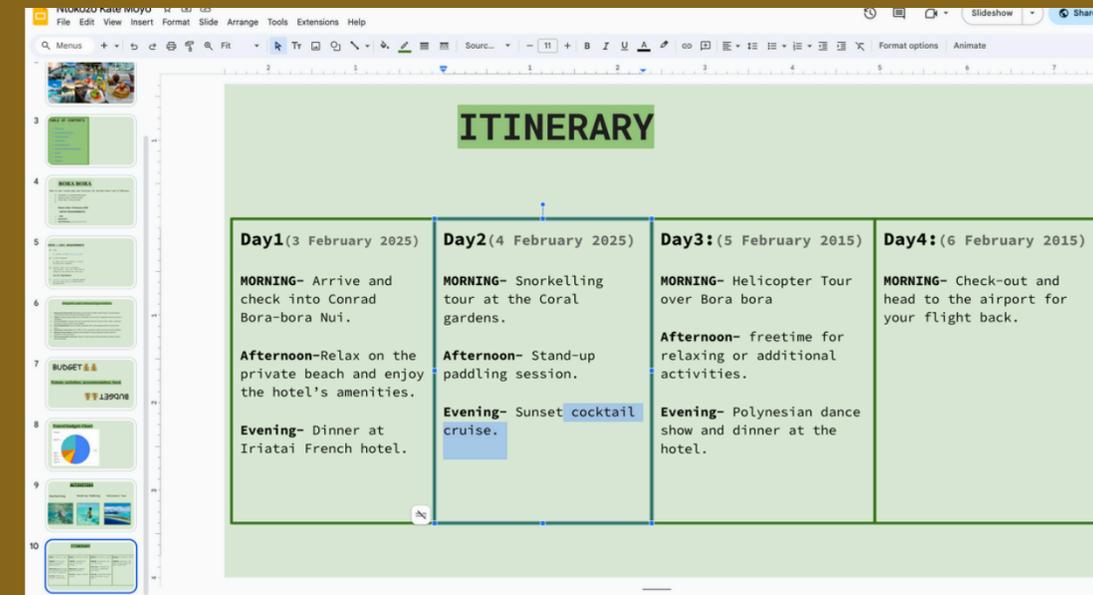
TEAM NAME: THE BEST TEAM FACILITATOR: Virtual Assistant

TEAM MEMBERS REQUESTED TO ATTEND:

- Head of Catering
- Head of Tech and Audio-Visual
- CEO (Team Leader)
- Head of Operations
- Finance Manager
- Virtual Assistant (to take notes)

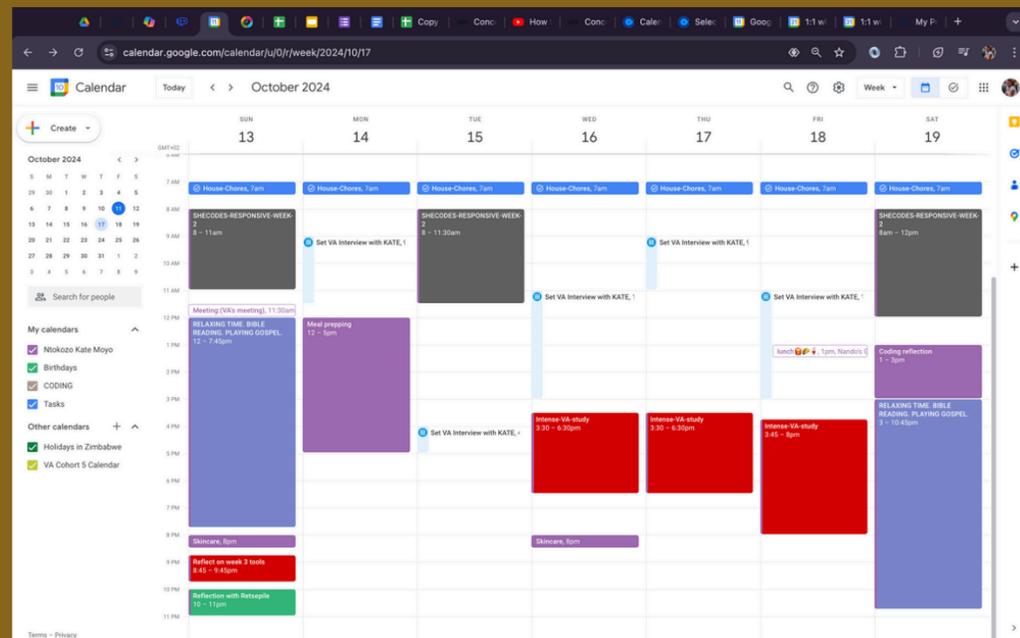
#### AGENDA

CONTENT	TO BE PRESENTED BY	START TIME	DURATION
Opening Remarks by the Team Leader. This is a brief introduction by the team leader to welcome participants and set the tone for the meeting.	CEO (Team Leader)	1400	2 minutes
Previous Meeting Action Items Update. To discuss any updates on tasks assigned in the previous meeting	Virtual Assistant	1402	10 minutes
List all the jobs that need to be done. Motif and direction	Head of Catering	1412	5 minutes
Give a detailed budget of expectations of the whole project. Give a brief presentation of funds availability.	Finance Manager	1417	5 minutes
Assert the project give feedback if the project is in the right direction.	Head of Operations	1422	5 minutes
Give a brief presentation of how we are doing.	Head of Tech and Audio-Visual	1427	5 minutes



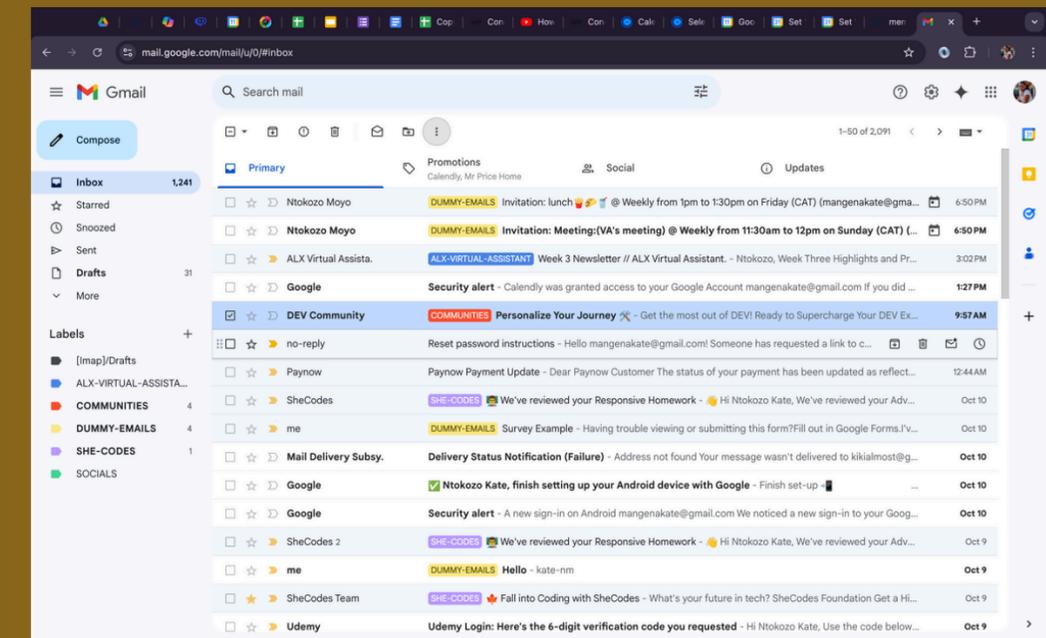
## Calendar management and scheduling

## Email management



AOB: Allocate time for any other business	Virtual Assistant	1432	3 minutes
Time to recap and ensure everyone knows the action items from this meeting and the person responsible	Any Member	1435	2
Closing Remarks. Summary of key points and next steps	CEO (Team Leader)	1437	3 minutes

**THE END**



# Why work with me

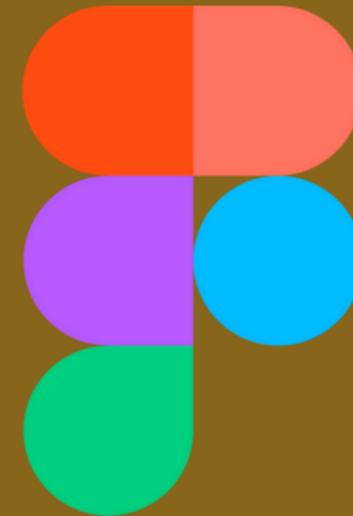
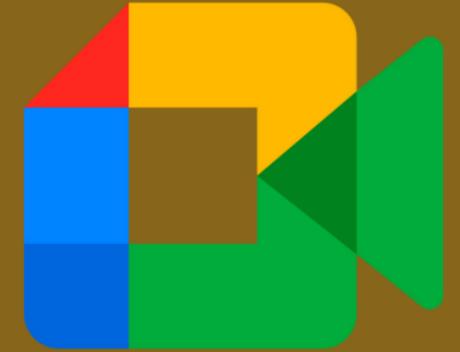
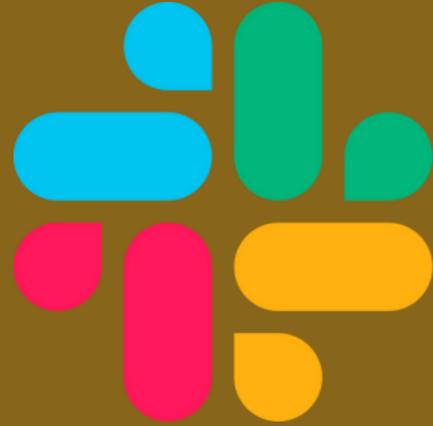
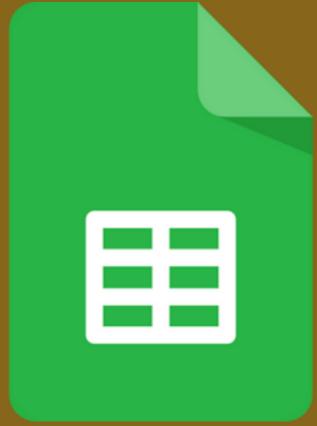
**Exeptional service:** I provide high-quality personalized support tailored to your specific needs and requirements.

**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](mailto:mangenakate@gmail.com)

## WEBSITE

[Portfolio Website](#)

## LINKEDIN

[Ntokozo Kate Moyo](#)

# VIRTUAL ASSISTANT

KATE-NM