

Virtual Assistant
Portfolio

Daniel Teshome

Addis Ababa, Ethiopia



+251-978-133-810



@Dan_el_x



danielteshome2001@gmail.com

Daniel Teshome 2025

ABOUT ME

Hello, I am Daniel Teshome, a Virtual Assistant Professional of 2+ Years of Experience. I am best at personally supporting people & their businesses function efficiently by using creative ways to address their needs and help them focus only on what is worth their time.



+251-978-133-810



@Dan_el_x



danielteshome2001@gmail.com

Daniel Teshome 2025

Professions

- Email Writing & Management
- Calendar Planning & Management
- Cold Calling
- Researching & Data Reporting
- File Management & Organization
- Travel Planning
- Social Media Management
- Customer Service
- Project Management

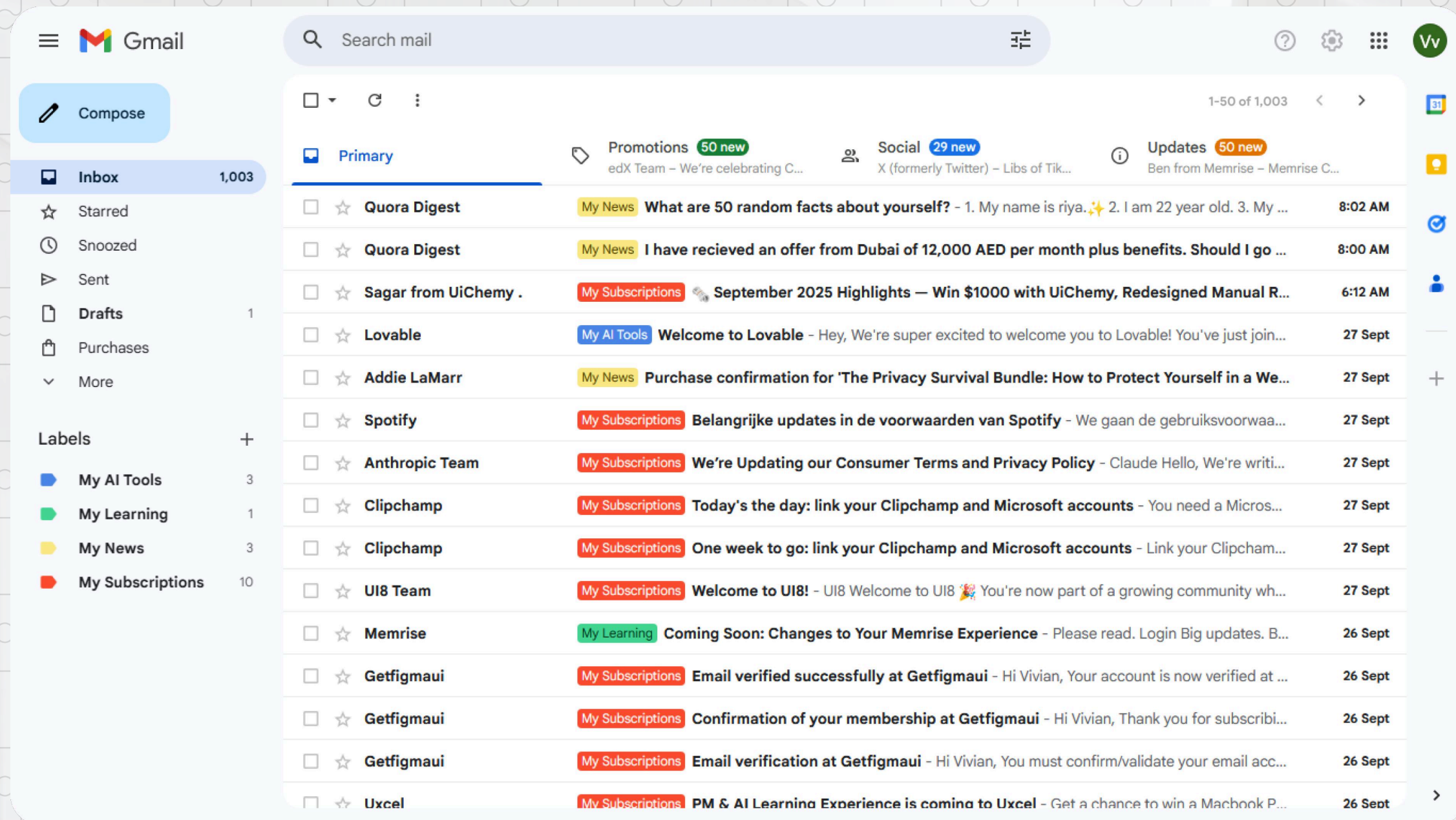


Email Management

- **Emails Organization:** Based on your needs and preferences, I will design you best suited means to keep track of your emails, while spending as less time as possible.
- **Spam Removal:** I will find emails that are not relevant to you and I will remove them as necessary to minimize pain & distractions for you.
- **Subscription Tracking:** I will keep track of notifications about important subscriptions you are a part of and notify you if there are any necessary tasks you have to complete.
- **Backup & Restore:** I will design a means for you to keep emails that you are not decided on deleting but don't want them to clutter your inbox.

Your Emails

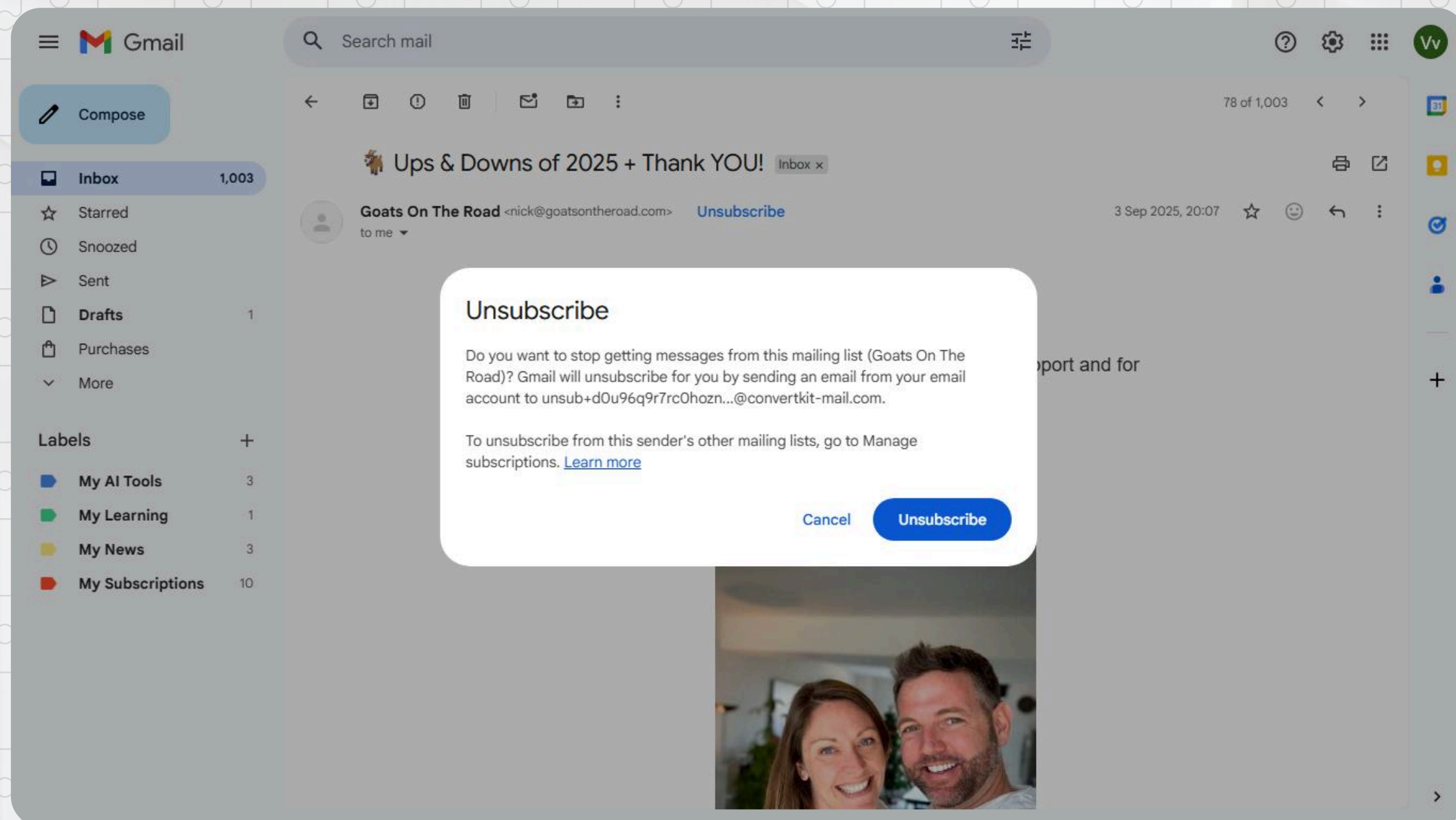
Organize Emails by Labelling them properly



Daniel Teshome 2025

Your Emails

Unsubscribe from Irrelevant ones



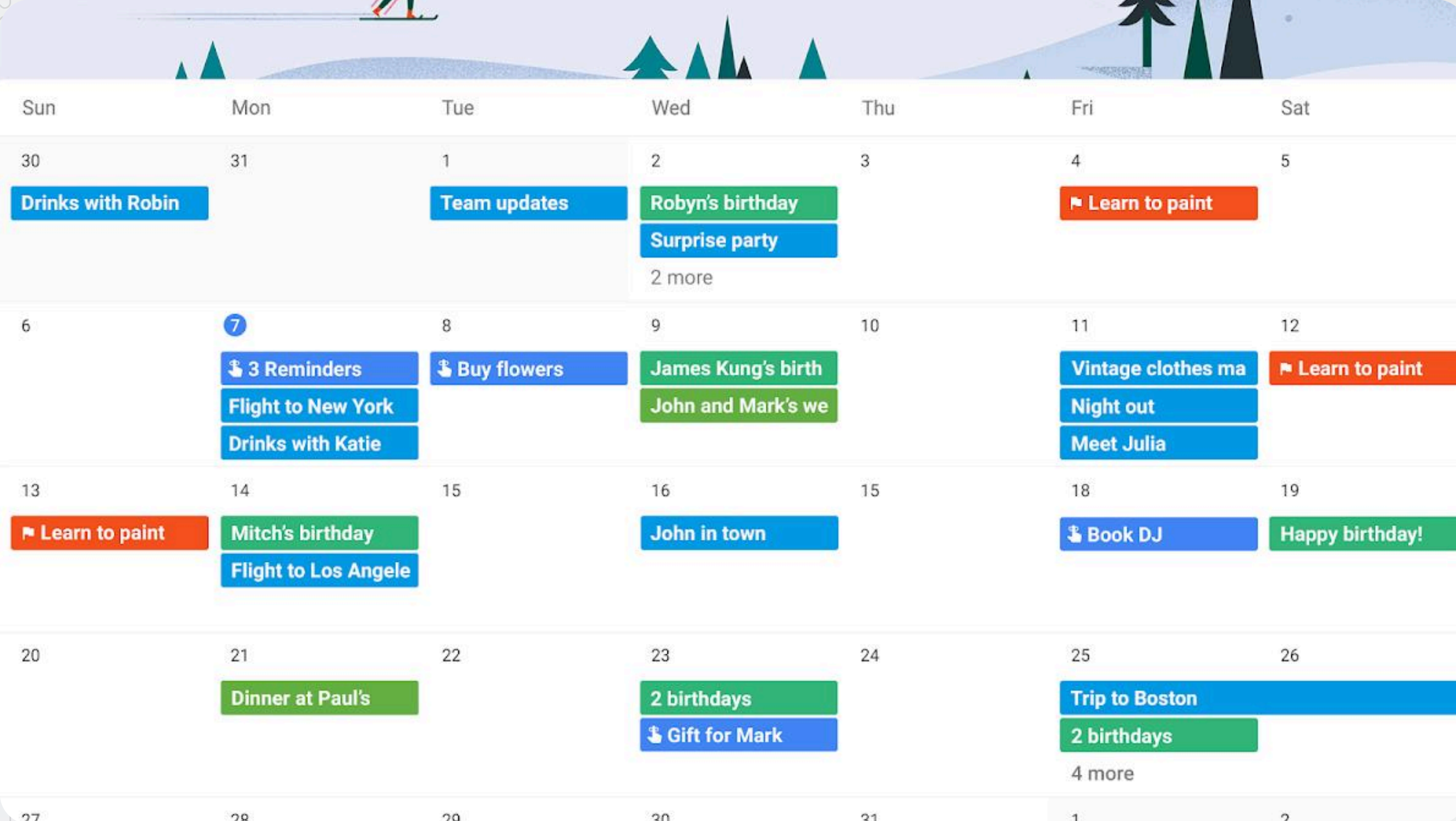
Daniel Teshome 2025

Calendar Management

- **Creating & Managing Schedules:** I will effectively ascertain you won't miss your appointments keep your calendar clean & organized, ensuring that it is up to date.
- **Reminders:** I will find the best time to remind you about your appointments while avoiding the risk of needing to rush anywhere.
- **Organizing Meetings:** I will coordinate or create appointments on your behalf so that you will only need to worry about attending.
- **Time Planning:** I will plan your meetings and tasks to be align with your time and efficiency.

Your Calendar

Manage Your Calendar & Keep You Updated on Your Upcoming Events



Sun	Mon	Tue	Wed	Thu	Fri	Sat
30 Drinks with Robin	31 Team updates	1 Robyn's birthday Surprise party 2 more	2 Learn to paint	3	4	5
6	7 3 Reminders Flight to New York Drinks with Katie	8 Buy flowers	9 James Kung's birth John and Mark's we	10	11 Vintage clothes ma Night out Meet Julia	12 Learn to paint
13 Learn to paint	14 Mitch's birthday Flight to Los Angeles	15	16 John in town	17	18 Book DJ	19 Happy birthday!
20	21 Dinner at Paul's	22	23 2 birthdays Gift for Mark	24	25 Trip to Boston 2 birthdays 4 more	26
27	28	29	30	31	1	2

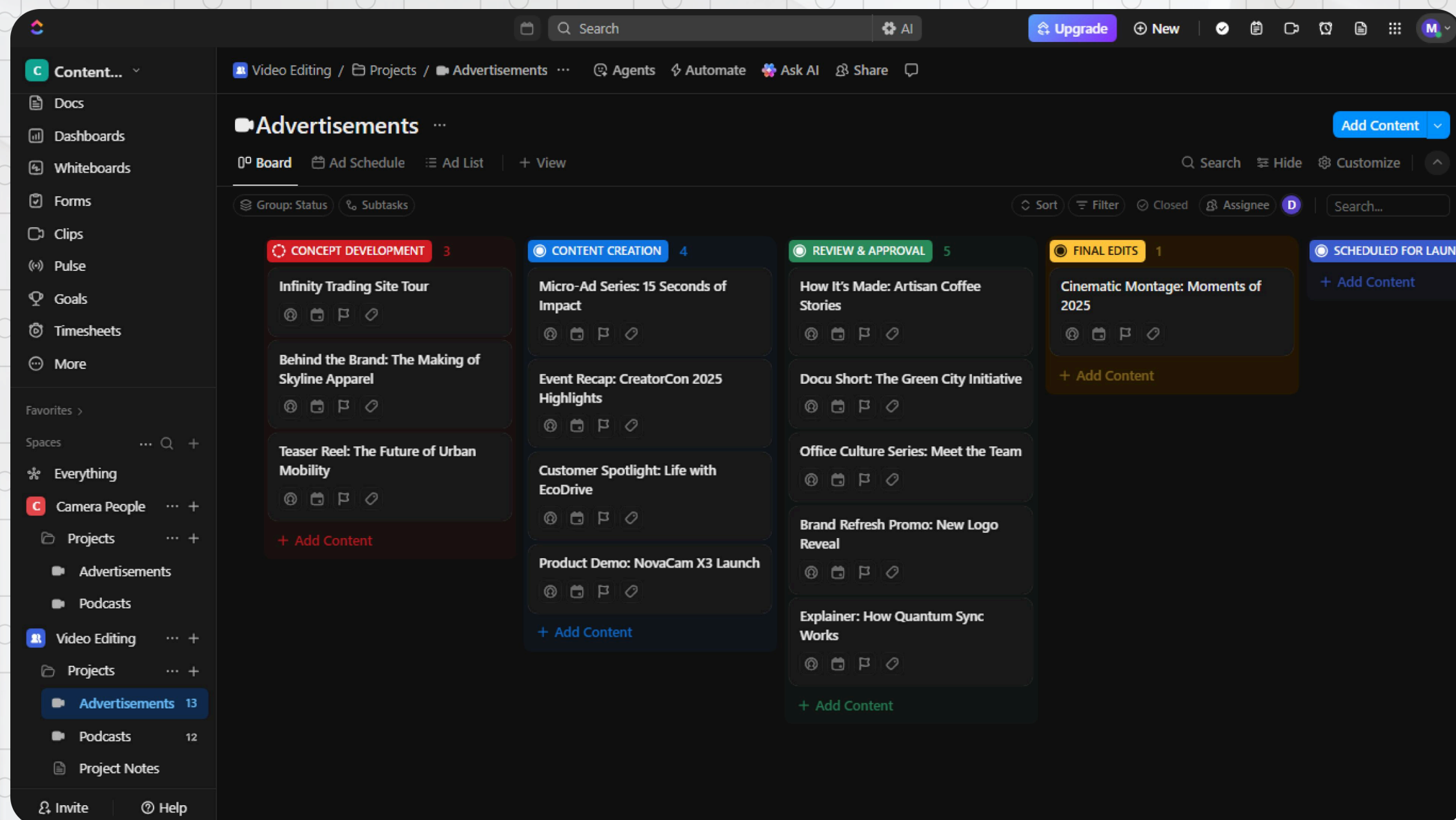
Daniel Teshome 2025

Project Management

- **Efficiency Control:** I will ensure your team is running at highest efficiency.
- **Task Management:** I will ensure there will not be any task that will be missed and all tasks are completed on time.
- **Quality Checks:** I will observe and make certain that deliverables are of high quality and according to standard.
- **Task Distribution:** I will plan the nature, distribution and timeline of tasks that are part of your main project.
- **Sourcing Elements:** I will provide & distribute components team members need to use in their tasks.

Your Projects

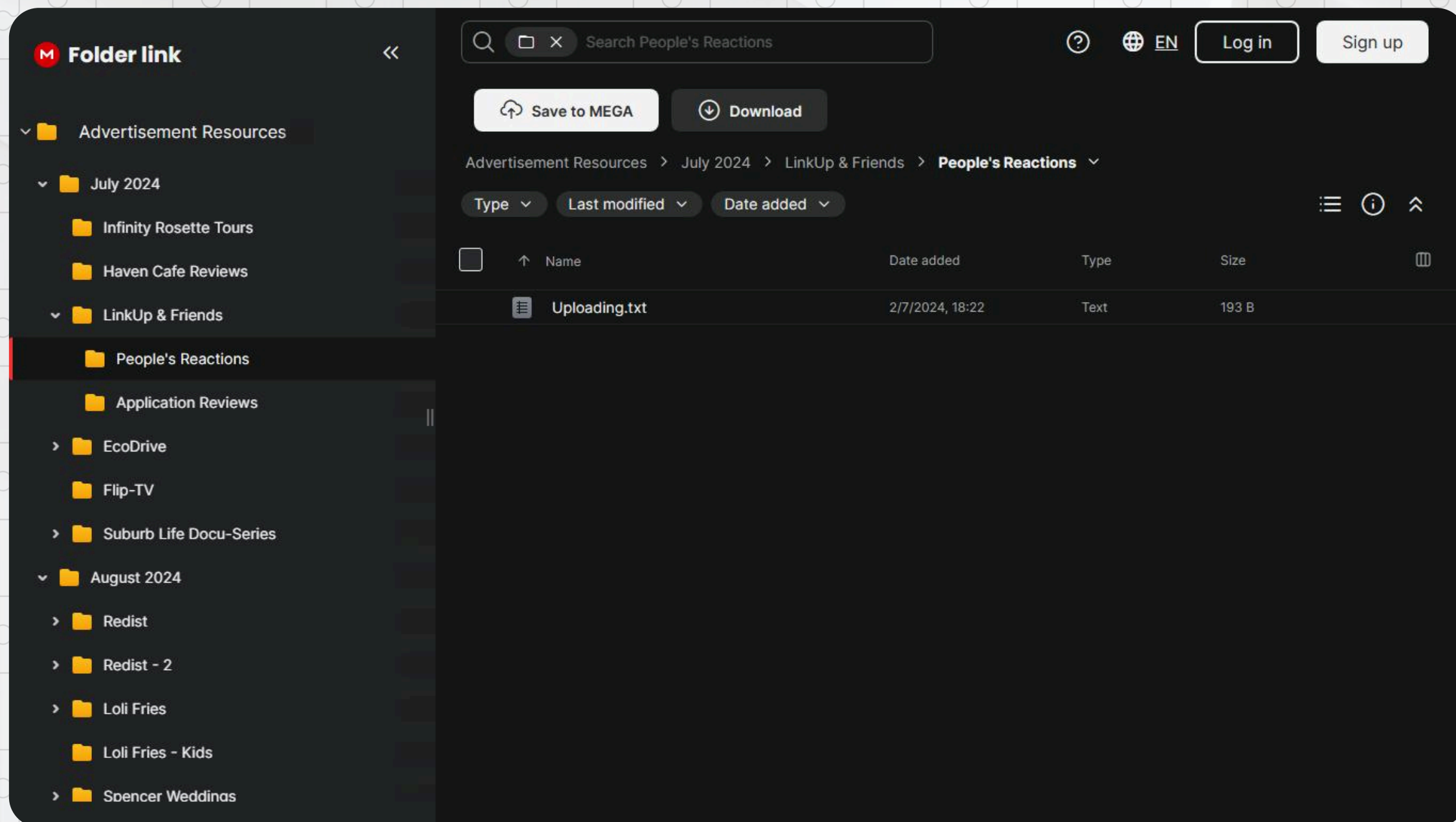
Efficiently plan & observe execution of your teams



Daniel Teshome 2025

Your Projects

Files Organized Efficiently in Cloud Storage of Your Choosing













Daniel Teshome 2025

Research & Data Reporting

- **Information Sourcing:** I will do the searching for relevant information that your team needs,
- **Presentation:** I will design presentations & summaries so that you will not waste time & energy, instead just get what you needs asap.
- **Report:** I will answers based on the data I obtained after my research.
- **Content Sourcing & Writing:** I will eliminate time that will be wasted on thinking and searching for what to say & put.
- **Market Research:** I will provide accurate insights based on data about market needs and your target audiences.

Your Projects

Efficiently plan & observe execution of your teams

Smart View 0 ▾		Advanced filters 0		View all countries		Jun 1, 2025 - Jun 19, 2025	
Countries	Clicks		Impressions		CTR		Avg Position
 United States	831	↓81	303.82K	↓142.8K	0.27%	↑0.07%	42.79
 Spain	486	↑2	23.18K	↓4.71K	2.1%	↑0.36%	22.52
 United Kingdom	390	↑9	61.95K	↓5.59K	0.63%	↑0.07%	41.89
 India	316	↓45	43.75K	↑1.9K	0.72%	↓0.14%	37.55
 Australia	148	↓36	9.14K	↓1.71K	1.62%	↓0.08%	31.74
 Canada	144	↑12	20.15K	↑401	0.71%	↑0.05%	38.19
 Germany	89	↑5	15.89K	↑851	0.56%	→0%	42.16
 Netherlands	82	↓15	7.71K	↑288	1.06%	↓0.24%	40.06
 France	74	↑4	9.25K	↓922	0.8%	↑0.11%	39.04
 Pakistan	70	↓20	7.32K	↓532	0.96%	↓0.19%	31.33

Daniel Teshome 2025

Travel Planning

- **Flights:** I will find you the best flights right within your budget.
- **Departure/Arrival Time:** I will find you the best flights that give you the better experiences.
- **Booking & Reservations:** I will search for & recommend the best reservations that you can make to ease your travels.

Your Travels

Find the best flights within your budget & at the best times.

The screenshot shows the KAYAK flight booking interface. At the top, the KAYAK logo is visible. The main heading is "Step 1: Review what's included in your fare". Below this, there's a list of included services: 1 carry-on bag, 1 checked bag, Free seat selection, Extra legroom, Free ticket change, and Refundable. The total price is \$870. A "Share this flight" modal is open, showing the flight details: "spirit Los Angeles - Newark" for \$870 total. The modal also displays sharing options: Copy link, Email, WhatsApp, and Messenger. In the background, the flight details for "Los Angeles to Newark" are visible, including the route "LAX → EWR Wed, Jan 15", the flight time "Nonstop • 5h 20m", and the aircraft "Airbus A321neo".

Step 1: Review what's included in your fare

See baggage size and weight limit. Total prices may include estimated baggage fees and flexibility. Some options may require added baggage or flexibility when checking out. Check terms and conditions on the booking site.

First
\$870

- ✓ 1 carry-on bag
- ✓ 1 checked bag
- ✓ Free seat selection
- ✓ Extra legroom
- ✓ Free ticket change
- ✓ Refundable

Fare and baggage fees apply to the entire trip.

Step 2: Choose where to book

KAYAK compares hundreds of travel sites at once to find the best price.

Travel Site	Price	Buttons
Priceline	\$870	Book
Orbitz	\$870	Book on KAYAK
Expedia	\$870	Book

Los Angeles to Newark

Round-trip, 1 Traveler

spirit LAX → EWR Wed, Jan 15
Nonstop • 5h 20m

9:30 am - 1:50 pm (5h 20m)
Los Angeles (LAX) - Newark (EWR)
spirit Airlines 525
Narrow-body jet
Airbus A321neo

spirit EWR → LAX Fri, Jan 17
Nonstop • 6h 25m

9:18 pm - 12:43 am (6h 25m)
Arrives Sat, Jan 18
Newark (EWR) - Los Angeles (LAX)
Spirit Airlines 535
Narrow-body jet
Airbus A321neo

Experience

Virtual Assistant

2024-2025

Collaborated with a dynamic Podcast content creation team

- Designed social media posts, videos & blogs on the company account.
- Organized documents, pictures, videos & subtitle files to eliminate confusion between used & unused for easier access.
- Managed subscriptions for tools used within the company & informed when renewal was needed.
- Sourced research, content & scripts for the next post planned.

Virtual Assistant

2022-2023

Acted on daily task of a Digital Design team

- Made phone calls on behalf of my client to inform customers about services they can get.
- Optimised social media performance of the company.
- Created & managed task-flow of the design team.
- Sourced & organized media assets and wrote copy content for the design team to use in the companies landing page & blogs.


Entry-Level Virtual Assistant

2021-2022

Across 3 clients in sales, saved hours everyday

- Worked between 3 branches connecting them & enabling clear communications, while serving their needs individually.
- Scheduled meetings with potential customers in a different time zone.
- Responded to emails on behalf of my clients, giving out the inquired information and informing my side about new inquiries.
- Planned the best time & routes for in person meetings between client and their customer, saving time in the process.
- Provided evidence backed insights on the ideal locations of potential customers.

Daniel Teshome 2025



Let's Build Together!

Daniel Teshome 2025