Virtual Assistant

Portfolio

Daniel Teshome

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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.

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Professions

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

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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 an 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.

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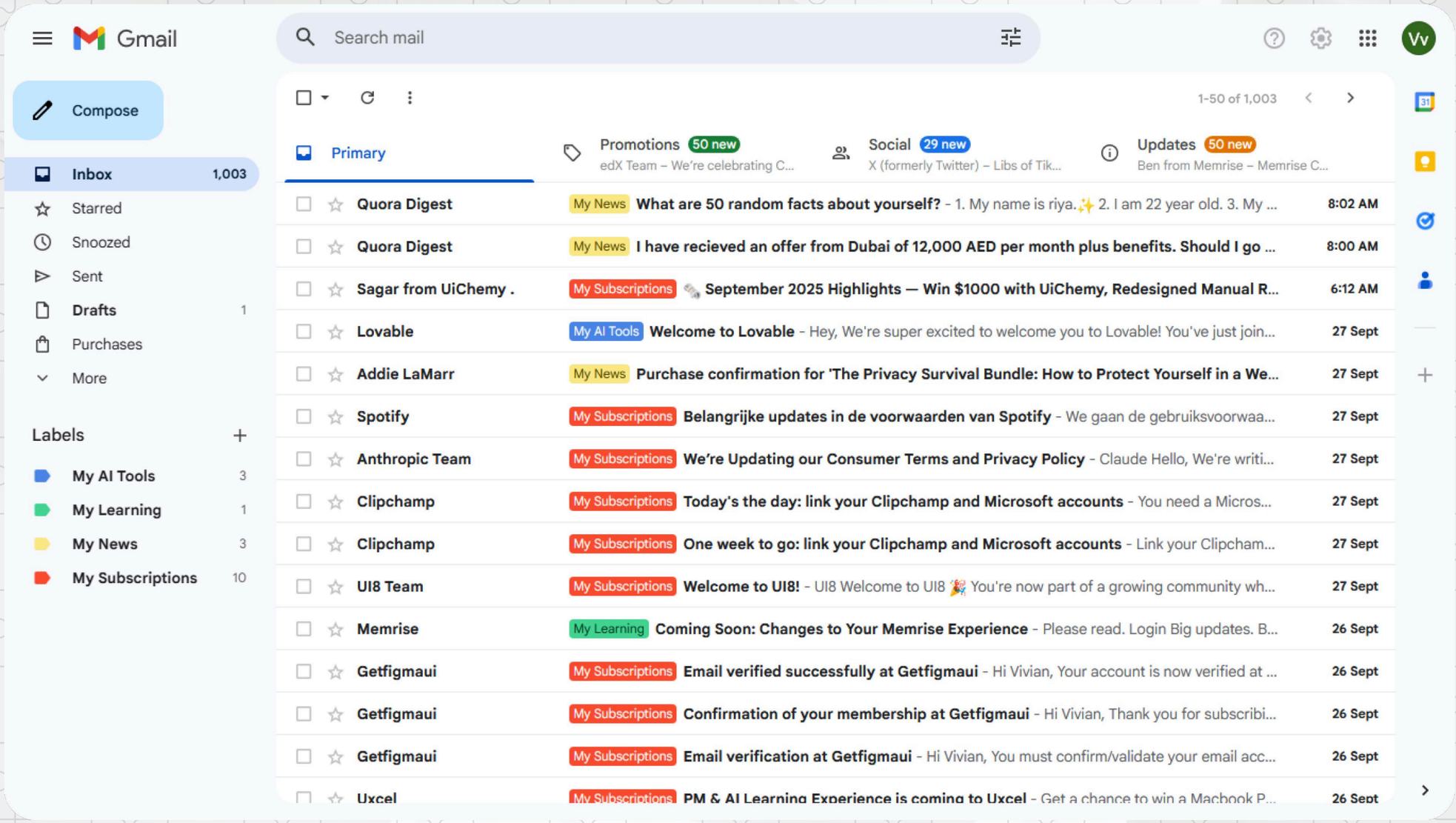
Your Emails

Organize Emails by Labelling them properly



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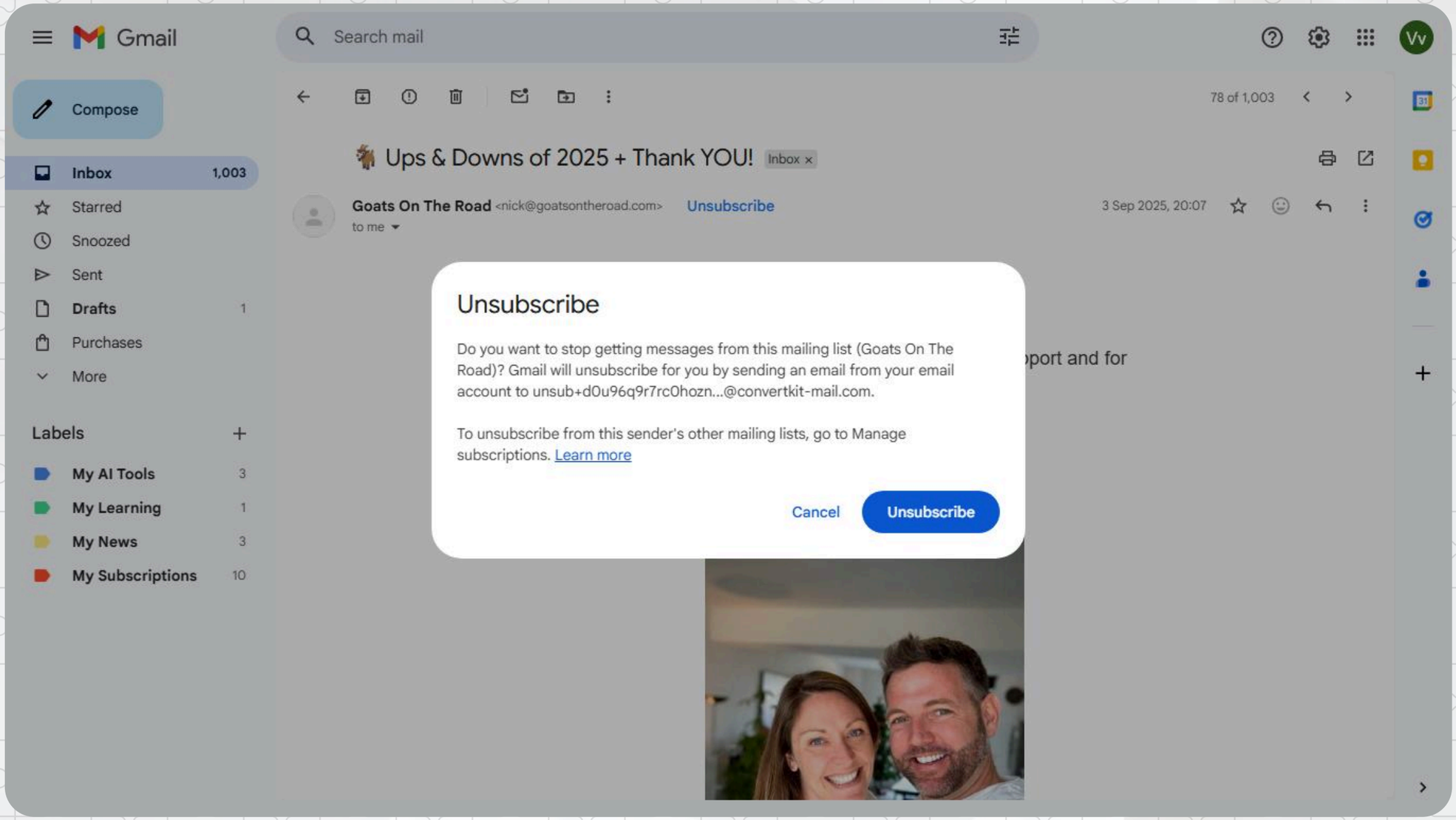
Your Emails

Unsubscribe from Irrelevant ones



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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.

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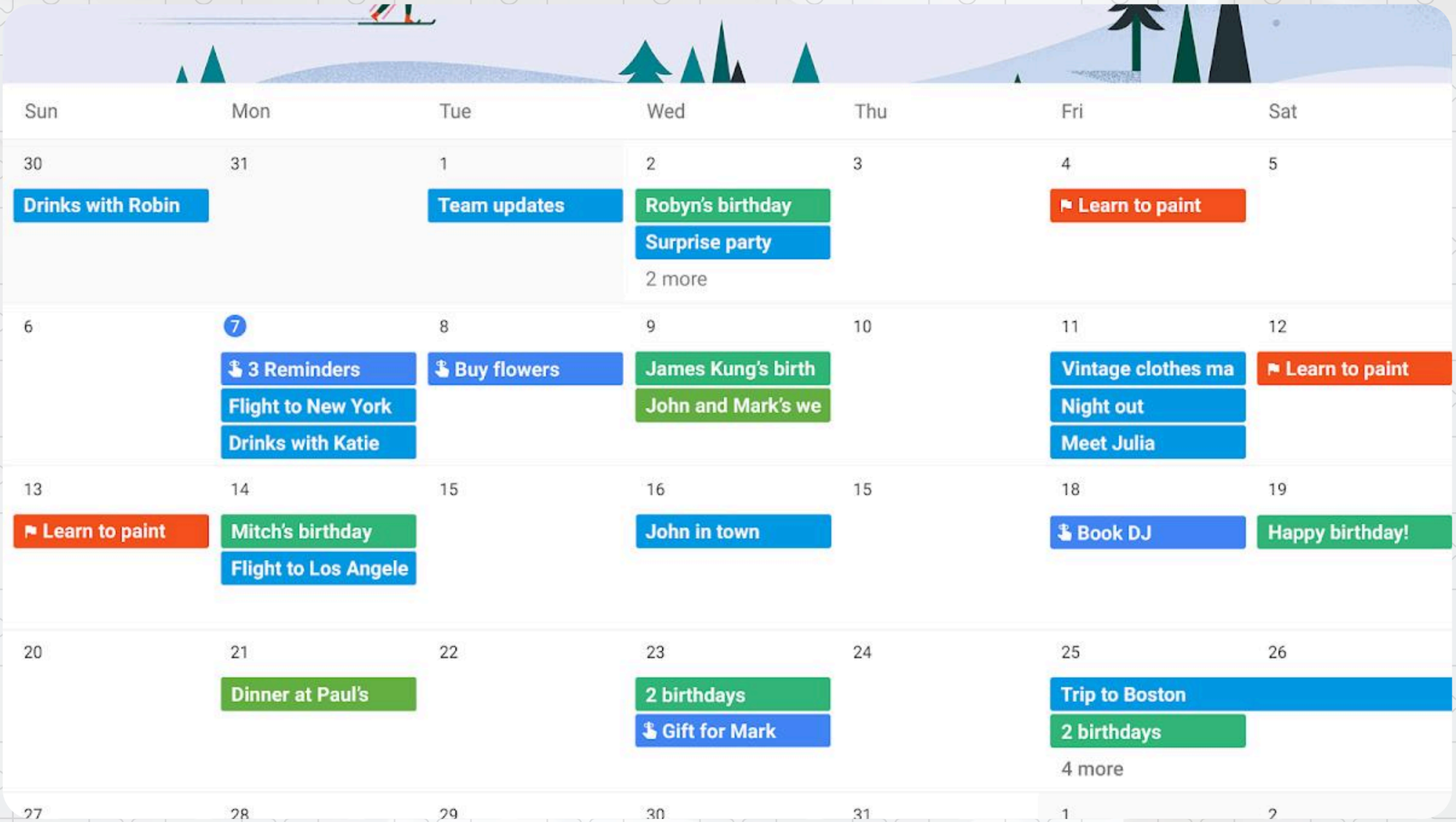
Your Calendar

Manage Your Calendar & Keep You Updated on Your Upcoming Events



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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.

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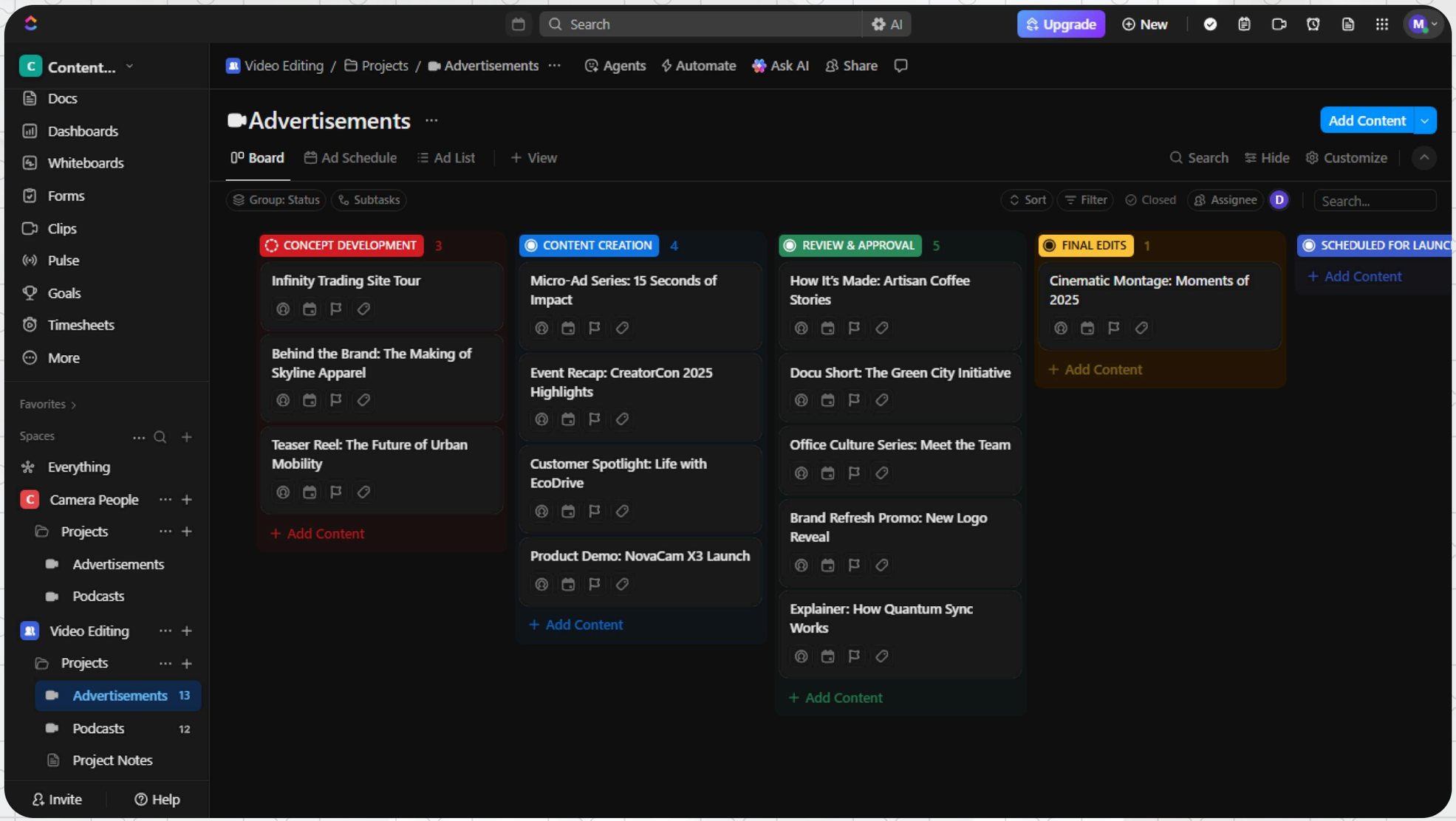
Your Projects

Efficiently plan & observe execution of your teams



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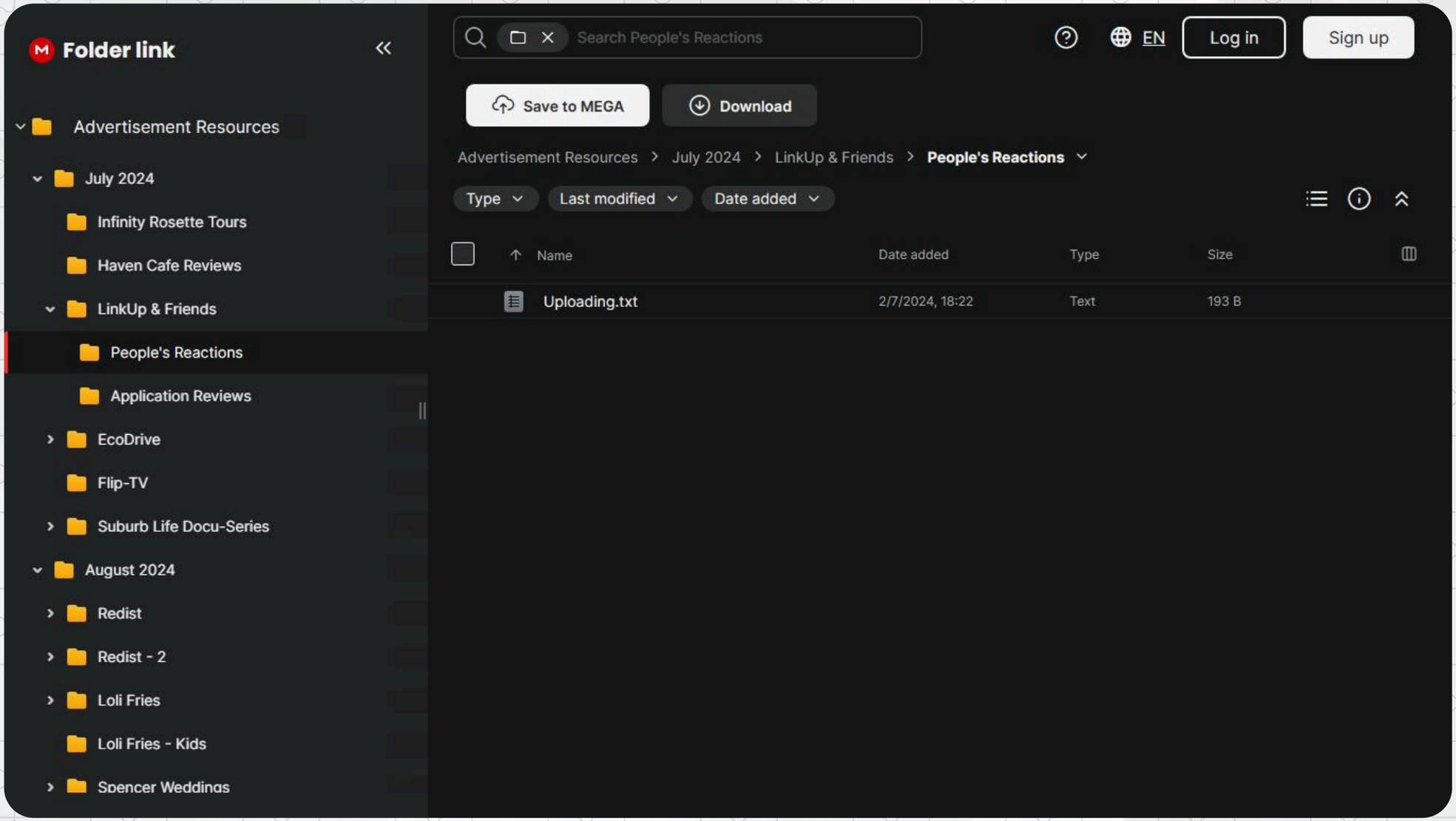
Your Projects

Files Organized Efficiently in Cloud Storage of Your Choosing



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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.

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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	↑2.91
Spain	486	↑2	23.18K	↓4.71K	2.1%	↑0.36%	22.52	↑3.38
United Kingdom	390	↑9	61.95K	↓5.59K	0.63%	↑0.07%	41.89	↑4.54
India	316	↓45	43.75K	↑1.9K	0.72%	↓0.14%	37.55	↑2.23
Australia	148	↓36	9.14K	↓1.71K	1.62%	↓0.08%	31.74	↑3.29
Canada	144	↑12	20.15K	↑401	0.71%	↑0.05%	38.19	↑2.43
Germany	89	↑5	15.89K	↑851	0.56%	→0%	42.16	↑2.27
Netherlands	82	↓15	7.71K	↑288	1.06%	↓0.24%	40.06	↑1.4
France	74	↑4	9.25K	↓922	0.8%	↑0.11%	39.04	↑2.82
Pakistan	70	↓20	7.32K	↓532	0.96%	↓0.19%	31.33	↓0.76

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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.

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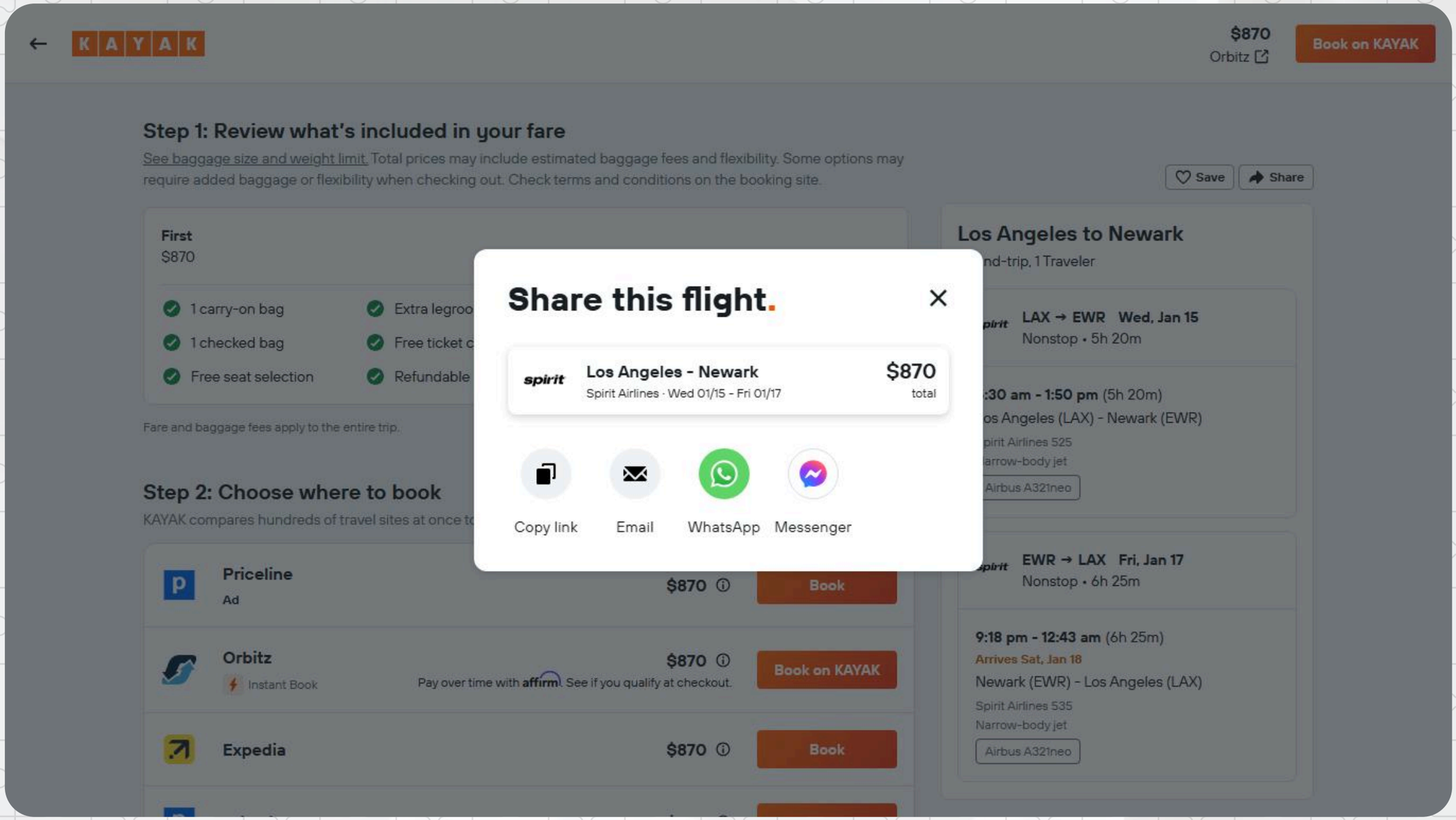
Your Travels

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



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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.

Let's Build Together!

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