

Virtual Assistant  
**Portfolio**

**Daniel Teshome**  
Addis Ababa, Ethiopia



+251-978-133-810



@Dan\_el\_x



danielteshome2001@gmail.com

# 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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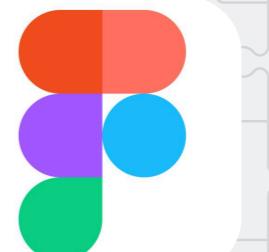
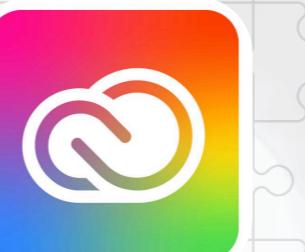
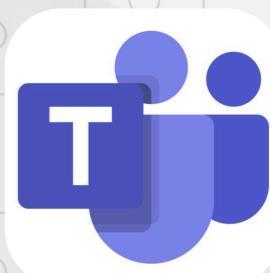
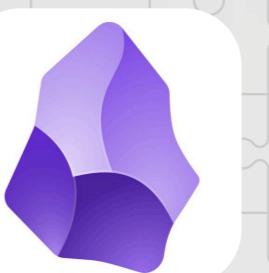
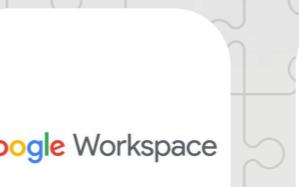
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# Professions

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

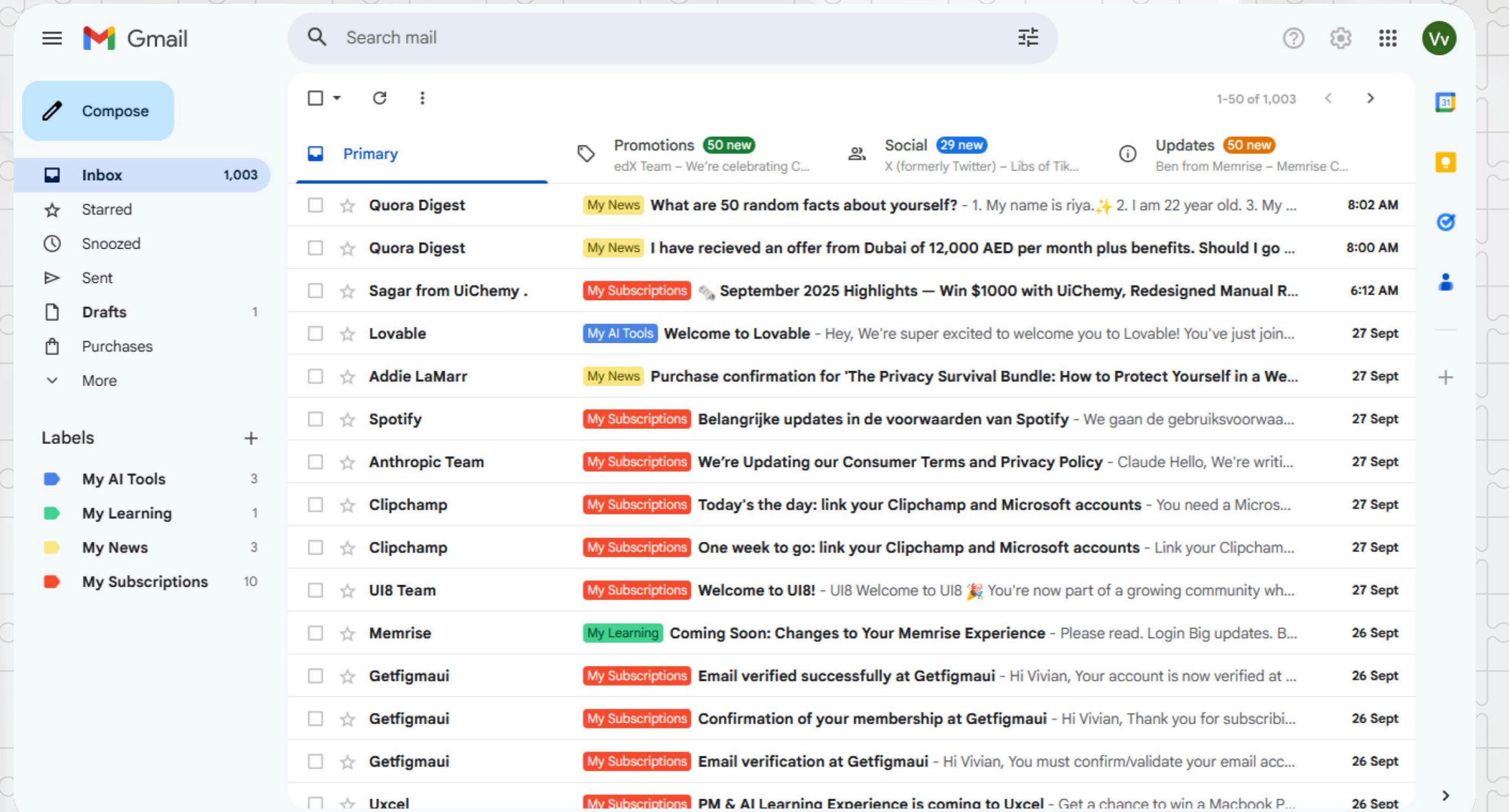


# Email Management

- **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



The screenshot shows a Gmail inbox with 1,003 emails. The 'Primary' label is selected. The inbox is organized into several sections:

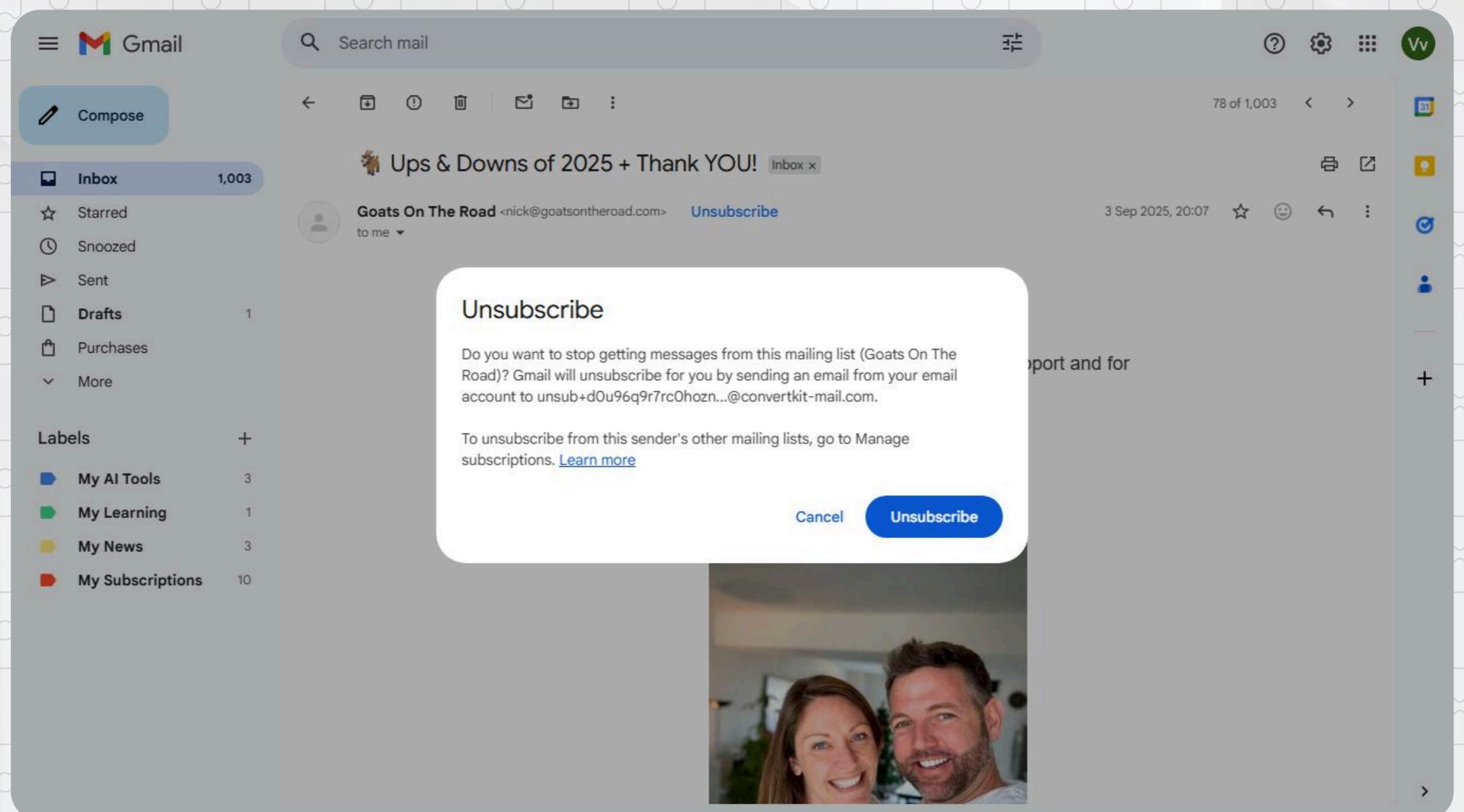
- Promotions:** 50 new emails from edX Team, X (formerly Twitter), and Ben from Memrise.
- Social:** 29 new emails from various sources.
- Updates:** 50 new emails from My News, My Subscriptions, and My AI Tools.
- Primary:** 1,003 emails from sources like Quora Digest, Sagar from UiChemistry, Lovable, Addie LaMarr, Spotify, Anthropic Team, Clipchamp, UI8 Team, Memrise, Getfigmaui, and Uxcel.

The sidebar on the left shows labels: **Inbox** (1,003), Starred, Snoozed, Sent, Drafts, Purchases, More, and Labels (My AI Tools, My Learning, My News, My Subscriptions).

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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.

# Your Calendar

Manage Your Calendar & Keep You Updated on Your Upcoming Events



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

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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.

# Your Projects

Efficiently plan & observe execution of your teams

Video Editing / Projects / Advertisements ... Agents Automate Ask AI Share

Content... Docs Dashboards Whiteboards Forms Clips Pulse Goals Timesheets More

Content... Advertisements

Board Ad Schedule Ad List + View

Group: Status Subtasks

CONCEPT DEVELOPMENT 3

- Infinity Trading Site Tour
- Behind the Brand: The Making of Skyline Apparel
- Teaser Reel: The Future of Urban Mobility

+ Add Content

CONTENT CREATION 4

- Micro-Ad Series: 15 Seconds of Impact
- Event Recap: CreatorCon 2025 Highlights
- Customer Spotlight: Life with EcoDrive
- Product Demo: NovaCam X3 Launch

+ Add Content

REVIEW & APPROVAL 5

- How It's Made: Artisan Coffee Stories
- Docu Short: The Green City Initiative
- Office Culture Series: Meet the Team
- Brand Refresh Promo: New Logo Reveal
- Explainer: How Quantum Sync Works

+ Add Content

FINAL EDITS 1

- Cinematic Montage: Moments of 2025

+ Add Content

SCHEDULED FOR LAUNCH

+ Add Content

Search Hide Customize

Sort Filter Closed Assignee D Search...

Upgrade New

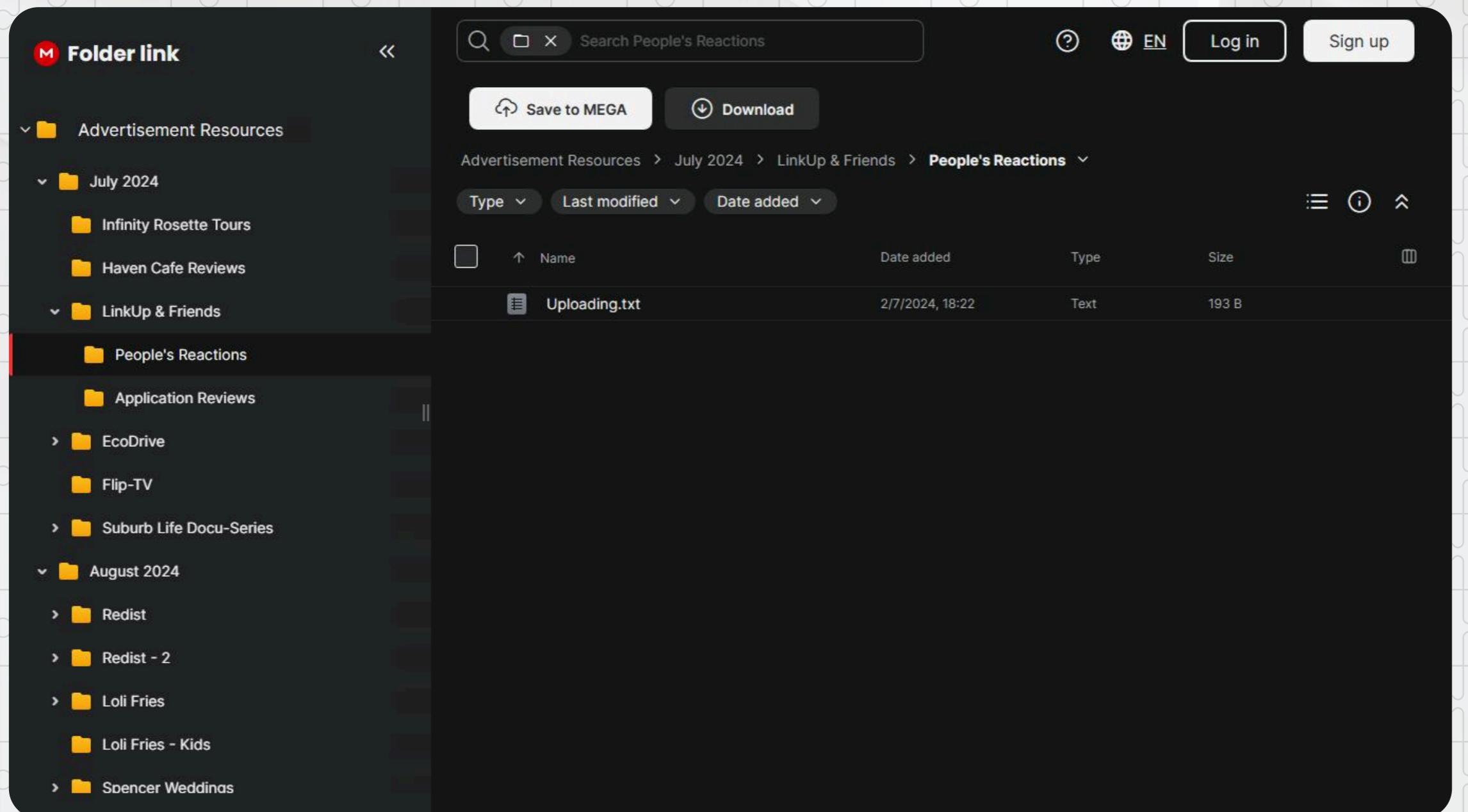
AI

Invite Help

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# Your Projects

Files Organized Efficiently in Cloud Storage of Your Choosing



The screenshot shows a dark-themed cloud storage interface. At the top, there is a navigation bar with a search bar, a help icon, a language switch (EN), and a sign-up button. Below the navigation bar is a file list. The left sidebar shows a hierarchical file structure:

- Advertisement Resources
  - July 2024
    - Infinity Rosette Tours
    - Haven Cafe Reviews
  - LinkUp & Friends
    - People's Reactions
    - Application Reviews
  - EcoDrive
  - Flip-TV
  - Suburb Life Docu-Series
- August 2024
  - Redist
  - Redist - 2
  - Loli Fries
  - Loli Fries - Kids
  - Spencer Weddinas

The main content area displays the following file details:

	Name	Date added	Type	Size
<input type="checkbox"/>	Uploading.txt	2/7/2024, 18:22	Text	193 B

Below the file list are buttons for "Save to MEGA" and "Download". The navigation path is: Advertisement Resources > July 2024 > LinkUp & Friends > People's Reactions.

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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.

# 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	303.82K	0.27%	42.79
Spain	486	23.18K	2.1%	22.52
United Kingdom	390	61.95K	0.63%	41.89
India	316	43.75K	0.72%	37.55
Australia	148	9.14K	1.62%	31.74
Canada	144	20.15K	0.71%	38.19
Germany	89	15.89K	0.56%	42.16
Netherlands	82	7.71K	1.06%	40.06
France	74	9.25K	0.8%	39.04
Pakistan	70	7.32K	0.96%	31.33

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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.

# Your Travels

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

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 ✓ Extra legroom  
✓ 1 checked bag ✓ Free ticket change  
✓ Free seat selection ✓ 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 deal.

**Priceline** Ad

**Orbitz** Instant Book

**Expedia**

Book on KAYAK

Book

Book

Book

Share this flight.

Los Angeles to Newark

Round-trip, 1 Traveler

spirit LAX → EWR Wed, Jan 15

Nonstop • 5h 20m

11:30 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**

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.

## **2024-2025 Virtual Assistant**

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.

## **2022-2023**

## **Entry-Level Virtual Assistant**

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.

## **2021-2022**

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# Let's Build Together!

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