



Virtual Assistant

Portfolio

**MIRTA NURTANTI
CAHYANINGRUM**

TABLE OF CONTENT

About Me

Tools Mastering

Skill of Expertise

Testimonials

Projects

Contact

1

ABOUT ME

Mirta Nurtanti C

Hi, I'm Mirta, a Virtual Assistant based in Indonesia with an ENTP personality; adaptable, proactive, and solution oriented. With a strong background in construction project supervision and cost estimation, I bring excellent organization, time management, and problem solving skills to my work.

I support business owners with general administration, project management, email marketing, and lead generation, helping them work efficiently and reach the right audience.



MY SKILL & EXPERTISE

My

Skill & Expertise

- General Administration
- Project Management
- Email Marketing
- Lead Generation

3

SCOPE OF WORK

General Administration

4

Inbox Organization

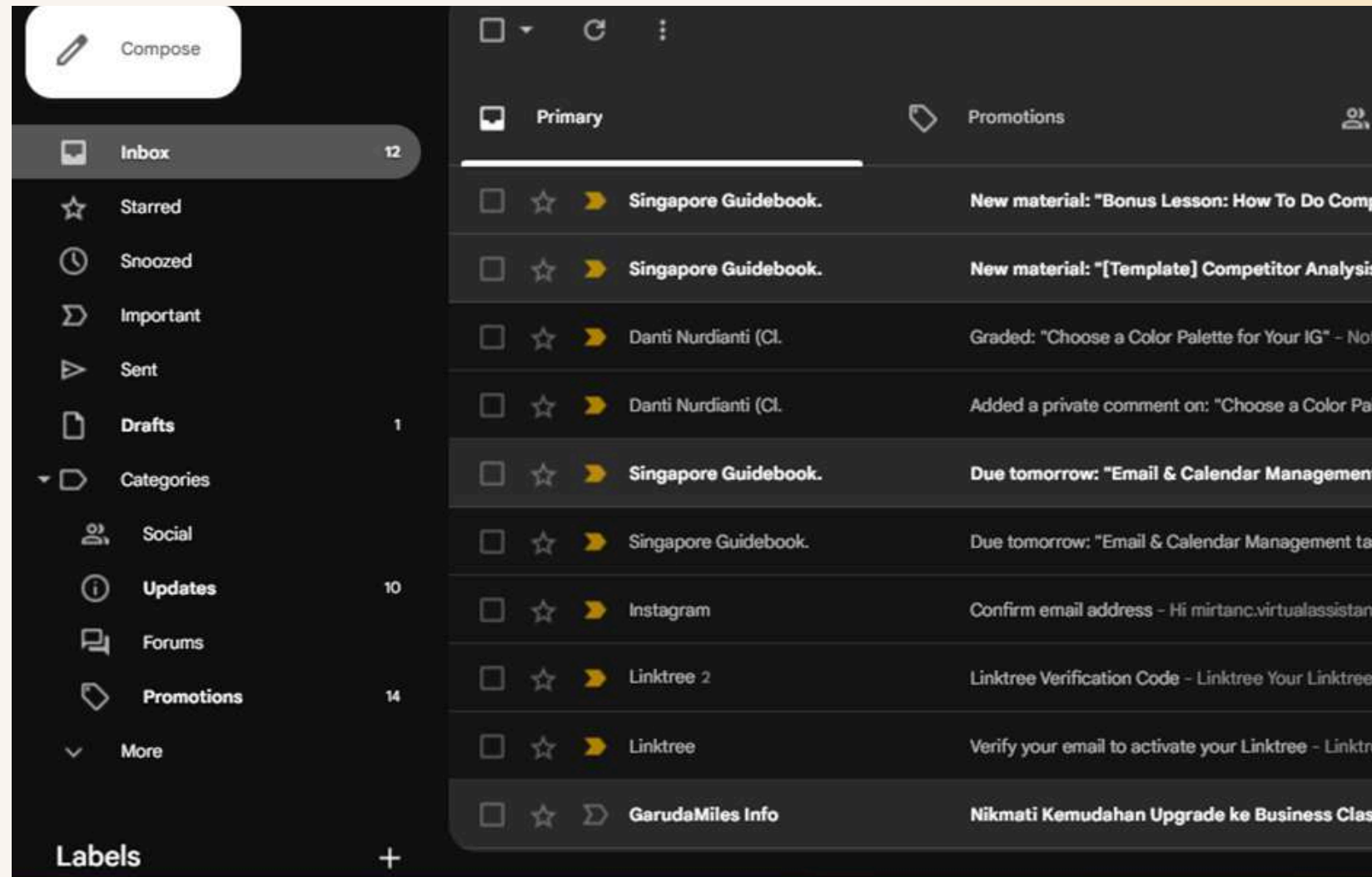
Description : categorizing, labelling and prioritizing emails

Scope of Work: categorizing messages into folders or labels, flagging urgent items, archiving or deleting unnecessary emails, creating filters, and ensuring timely follow-ups

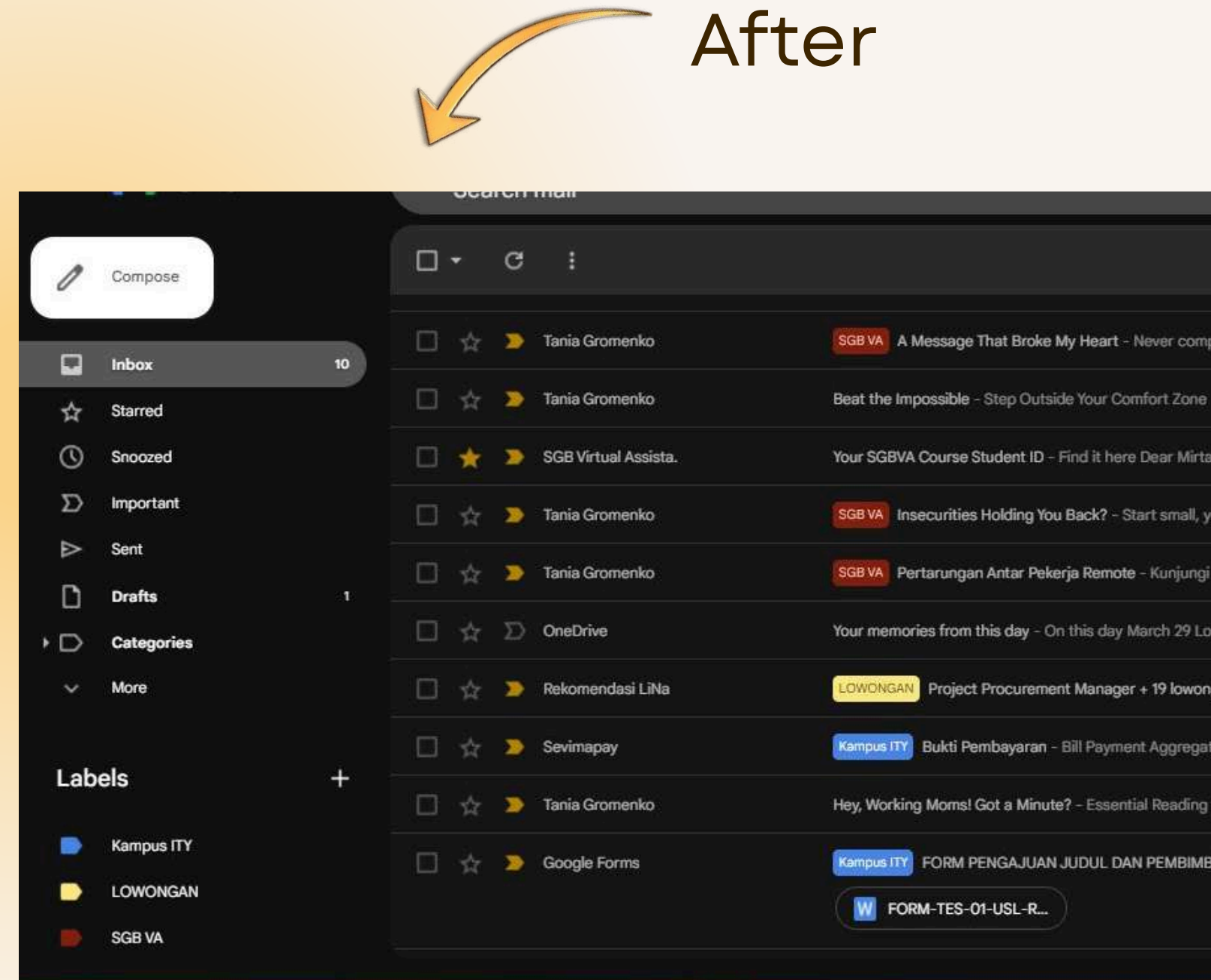
Result/Goals : Client inbox become more cleaner, easy to manage, can avoid missed messages, and stay on top of priorities.

SCOPE OF WORK

Inbox Organization



Before



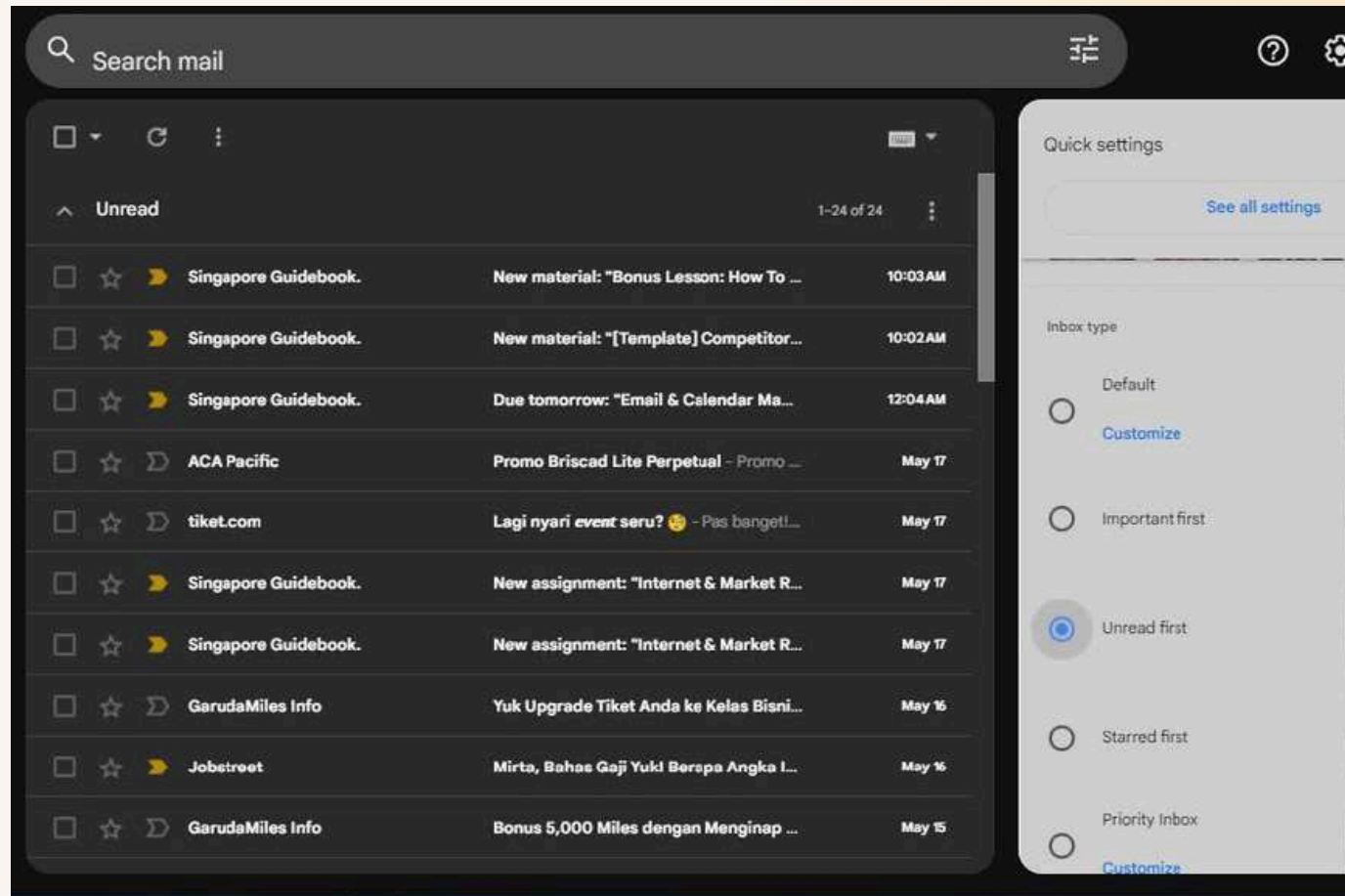
After



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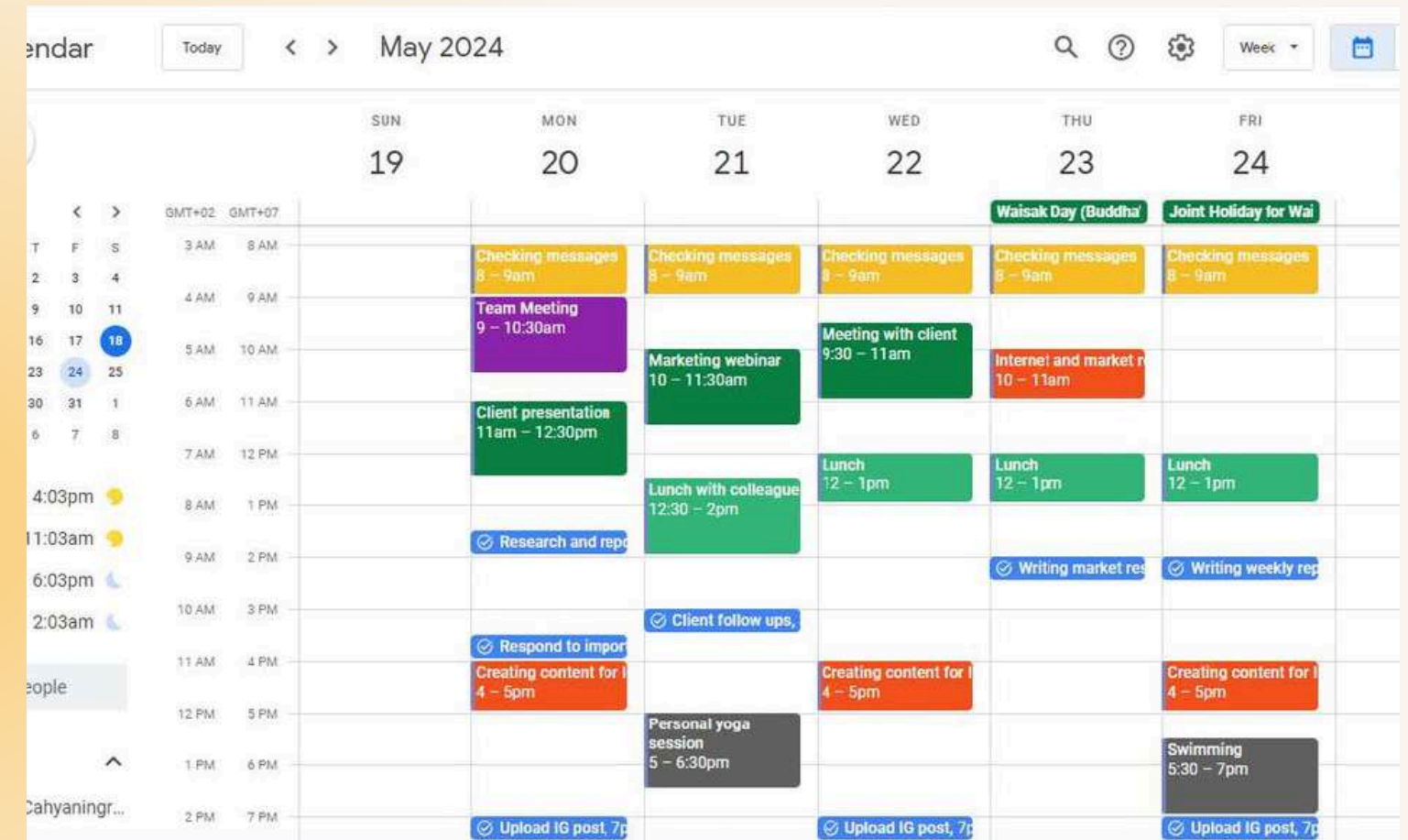
SCOPE OF WORK

Email Filtering



Filter emails and automatically sort them into categories/folders, helping to keep your inbox organized and easy to manage.

Calendar Management



Organizing schedules, avoid double-booking, meet deadlines, keeping track of meetings and daily tasks

Project Management

7

Description : Managing project plans, coordinating team roles, and overseeing tasks to ensure smooth, efficient, and on-time delivery.

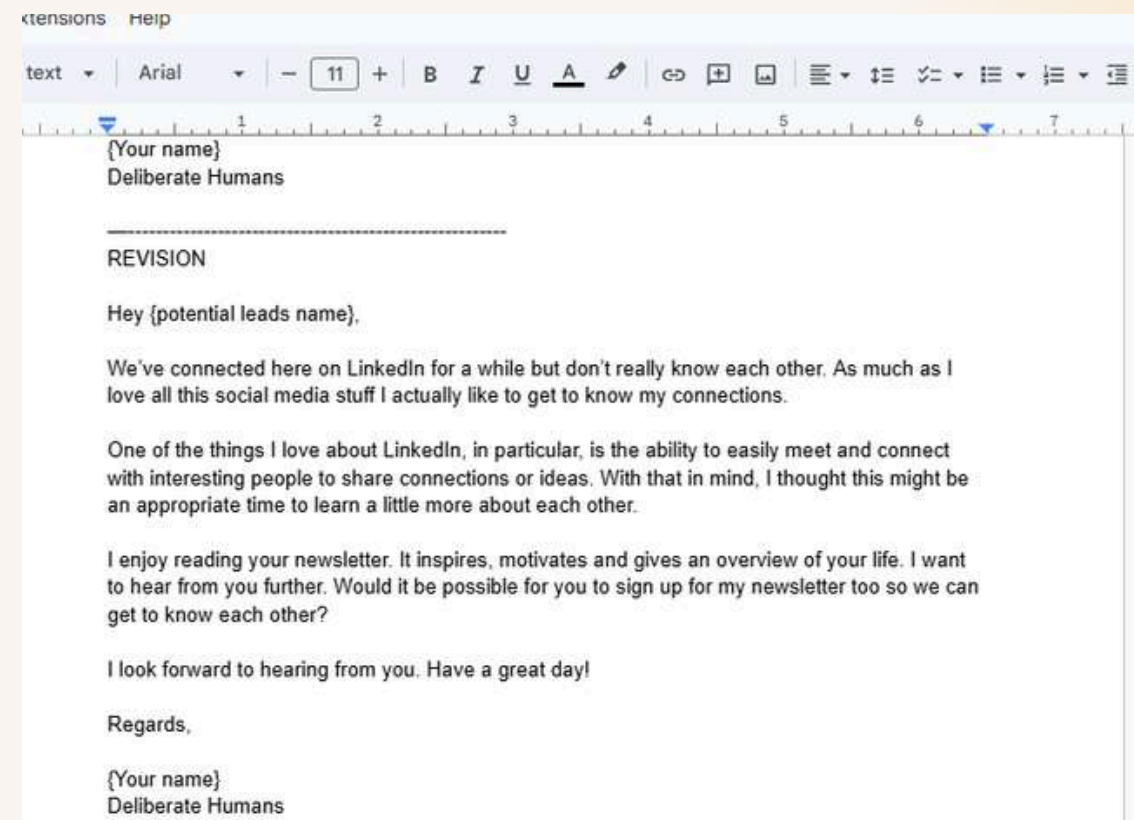
Scope of Work: planning project activities and timelines, identifying tasks and priorities, assigning duties to the team, coordinating daily or weekly workflows, monitoring progress, providing guidance to ensure tasks stay on track, managing any issues or delays that arise, and making sure all work aligns with the project goals and deadlines.

Result/Goals : The event run smoothly, each team member successfully carried out their duties well, all activities runs according to schedule, and finish the project successfully.

PROJECT

Lead Generation

Finding leads

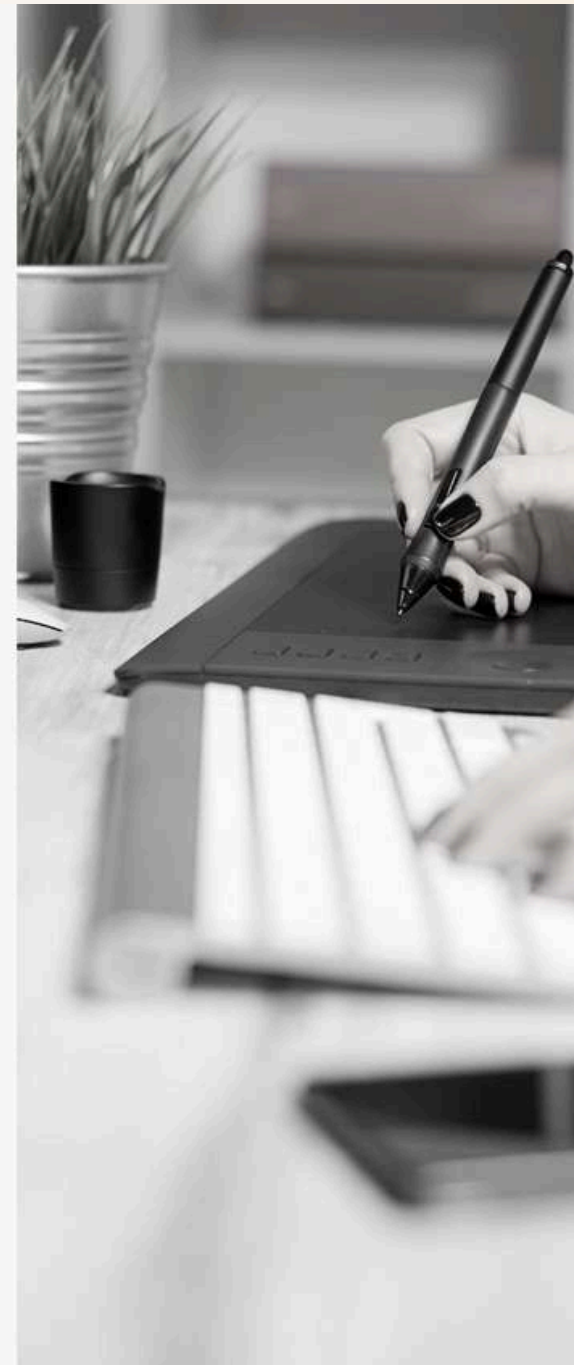


Description : helping client finding and attracting potential customers who are interested in a product or service.

Scope of Work: researching target audiences, collecting potential leads, managing contact lists, creating outreach messages, and nurturing prospects through email or social media.

Result/Goals : build a quality list of potential customers, increase engagement, and help convert prospects into real clients or buyers.

CERTIFICATE



CERTIFICATE OF PARTICIPATION



This certificate is proudly presented to

Mirta Nurtanti Cahyaningrum

for participating in the SGB Virtual Assistant Online Training held on May 7th, 2024 - June 13th, 2024

Singapore, June 20th, 2024

TATIANA GROMENKO

Founder of
SGB VA Course



10

Virtual Assistant Course by SGB VA

TOOLS MASTERING



Ms. Word



**Google
Sheet**



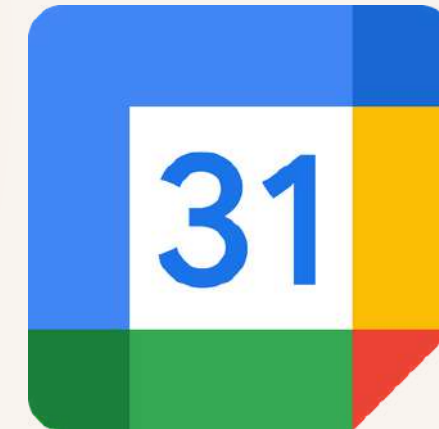
**Google
Drive**



Canva



Gmail



**Google
Calendar**

TESTIMONIALS



HuiLin Chin, Deliberate Humans

She found a number of profiles that I thought were interesting to test. and some of her outreach efforts were well intentioned.



Fanie Toruan, SGB VA Supervisor

She demonstrated excellent time management and punctuality. Her colaboration skill, adaptibility and problem solving management displayed some initiative and making her a solid contributor with room to grow.

CONTACT

Let's Collaborate!



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13