

Hi, I'm

GRACIELA MAY

Your resident:

Virtual Assistant | Executive Assistant |
Graphic Designer | Content Writer



About me



I have experience providing administrative support through schedule coordination, document preparation, file organisation, email management, and data entry. I worked with Google Workspace and Microsoft Office to manage daily tasks, maintain records, and ensure clear and timely communication.

I also have background in copy editing and copywriting, where I reviewed and refined written content for accuracy, tone, grammar, and brand consistency. This included working with designers and project teams to produce clear, polished materials for social media, graphics, and other written outputs.

Alongside my administrative and editorial skills, I used my skills in graphic design to create visual materials that supported branding and communication needs. With strong time management, attention to detail, and problem-solving skills, I consistently contributed to better organisation, smoother workflows, and well-structured outputs across the teams I supported.

MY SERVICES

Let's Work Together



I help busy founders stay organized,
create standout visuals, and
communicate clearly with their
audience.



VIRTUAL ASSISTANCE

Reliable admin and support to keep your business organized and running smoothly. I help manage schedules, coordinate tasks, and handle daily admin work so leaders can focus on bigger priorities.

- Calendar and inbox management
- Meeting coordination and scheduling
- Document preparation and data organization
- Task tracking and follow ups

GRAPHIC DESIGN

Eye-catching designs that communicate your message and elevate your brand identity. I create visuals that help brands look consistent, modern, and engaging across platforms.

- Social media graphics and ads
- Branding materials like logos and layouts
- Marketing visuals for promotions and campaigns
- Simple and clean visual storytelling

CONTENT WRITING

Clear, engaging content that speaks to your audience and drives action. I create writing that is easy to understand, purposeful, and aligned with brand goals.

- Social media captions and post copy
- Product descriptions and promotional content
- Blog posts and website content
- Editing and proofreading for clarity and tone

SKILLS

Administrative Skills



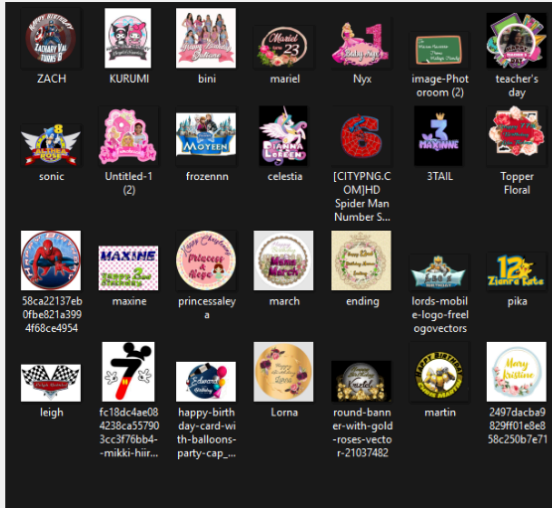
- Calendar management
- Customer service and client communication
- Data entry
- Document preparation, formatting, and file organization
- Email management and inbox organization
- Familiarity with CRM tools (HubSpot)
- Knowledge of collaboration tools (Slack, Trello, ClickUp)
- Meeting coordination and minute-taking
- Preparing invoices and payroll management
- Proficiency in Microsoft Office and Google Workspace
- Record-keeping and reporting
- Task and project management support

Professional Skills



- Adaptability and flexibility
- Attention to detail
- Confidentiality and data handling
- Multitasking
- Organization and planning
- Problem-solving
- Professional email etiquette
- Task prioritization
- Team collaboration
- Time management

Design & Editing Skills



- Canva design (nametags, labels, invites, posters, certificates)
- Presentation and layout design (PowerPoint, Google Slides)
- Basic photo and video editing (Descipt, CapCut, Adobe Premiere, Adobe Photoshop/basic tools)
- Social media graphics and templates
- Creative eye for clean and structured visuals



Writing Skills



- Copywriting
- Copy editing
- Creative writing
- Technical writing
- Script writing for stories, programs, and short videos
- Email and business communication
- Writing for social media or promotional materials
- Formatting and structuring written content



EXPERIENCE

Professional Experiences

Designer

CLUTCH Icons

- Edited and refined designs to align with client specifications, brand identity, and design standards.
- Researched and contacted potential leads, helping expand the company's client base.
- Wrote persuasive copy for outreach messages and campaigns to attract and engage prospective clients.
- Assisted in client follow-ups through the company's communication platforms and social media channels.
- Collaborated with the design and sales teams to ensure consistent messaging and smooth client communication.

Virtual Assistant

Bestie Books and Admin (2025 - 2026)

- Acted as a copy editor, reviewing and polishing static images, video graphics, scripts, and captions to maintain brand consistency and quality.
- Ensured all client-facing content met grammar, tone, and formatting standards before publication.
- Summarised weekly reports and crafted concise, well-structured email updates for clients.
- Assisted in writing, editing, and formatting books that were later published and sold to the client's audience.
- Collaborated closely with creative and marketing teams to ensure all outputs aligned with the client's messaging and campaign goals.

Personal Assistant

SKINNIFY (2025)

- Managed the founder's calendar, emails, travel bookings, and daily priorities, ensuring smooth scheduling and time management.
- Coordinated with other teams to align tasks, follow up on deliverables, and maintain efficient communication.
- Supported project management activities such as research, documentation, and progress tracking.
- Assisted in organising systems to help the founder stay focused on high-impact work and scale the business faster.
- Handled general administrative tasks, including data entry, file organisation, and correspondence management.

Administrative Assistant

RBA Engineering Services (2021 - 2025)

- Prepared, formatted, and reviewed documents to support business processes and internal communication.
- Organized and maintained both digital and physical files for easy access and improved record-keeping accuracy.
- Performed accurate and efficient data entry while maintaining confidentiality and integrity of records.
- Maintained comprehensive record-keeping systems to streamline reporting and compliance requirements.
- Responded promptly and professionally to internal communications and emails to ensure smooth workflow and timely collaboration.

Editor/Designer

Bree's Happy Tummy (2020 - 2025)

- Created and designed a wide range of visual materials, including social media graphics, posters, certificates, and presentations.
- Edited and refined content to improve clarity, accuracy, and overall readability before final release.
- Ensured consistent visual branding across all digital and print materials to align with company standards and client expectations.
- Applied design principles and creativity to produce engaging materials that effectively supported communication and marketing goals.