



YOUR RELIABLE VIRTUAL ASSISTANT.

*Priyanka  
Jaggi*

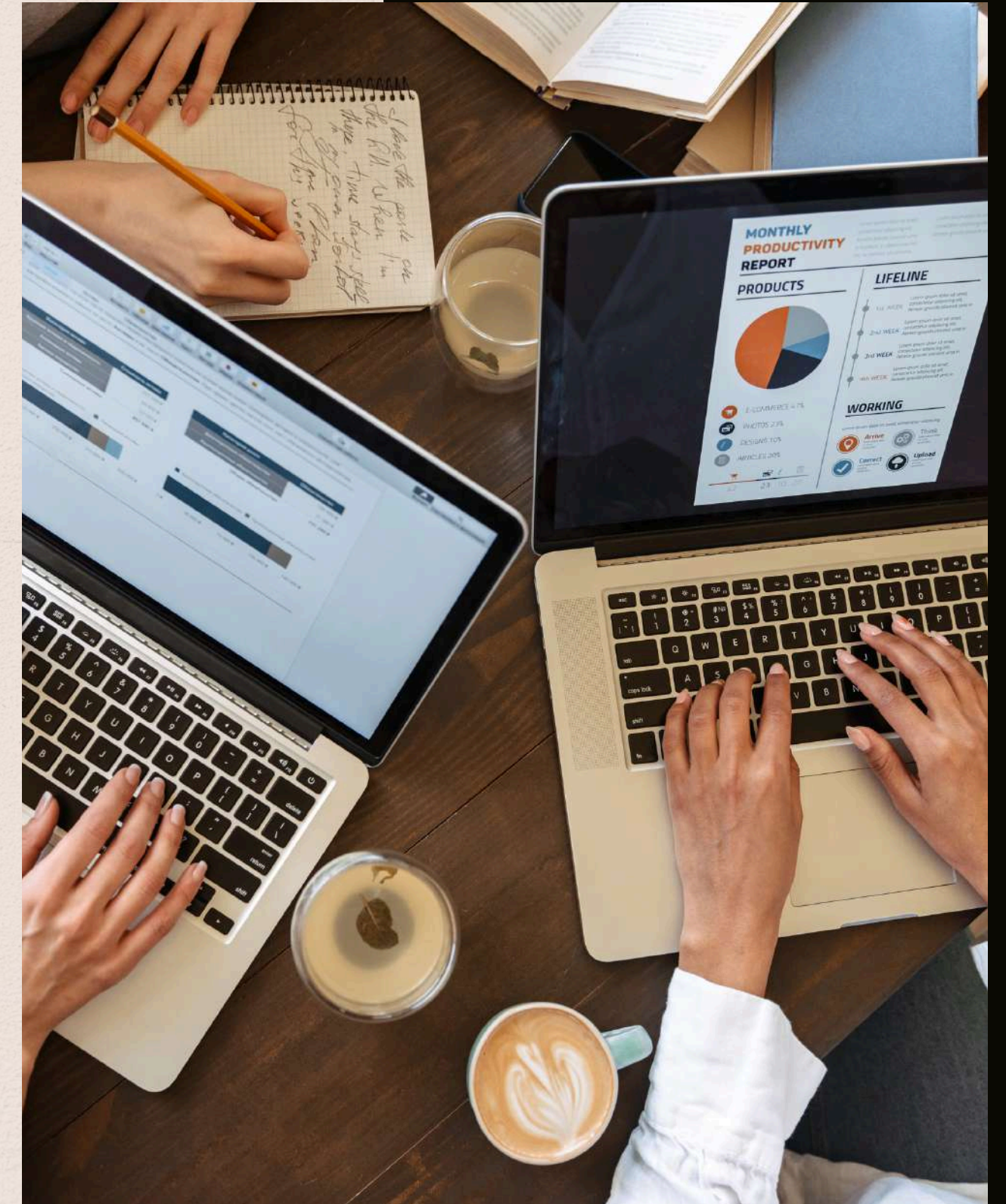
Virtual Assistant Services | Administrative Support |  
Social Media Management

# CONSIDER ME YOUR EXTRA PAIR OF HANDS.

Your brand deserves to be seen, heard, and remembered. Let me help you manage the tasks and create a social presence that connects with your audience.

I understand you.

Running a business already demands your attention, and staying consistent online can be challenging on top of everything else. From handling administrative tasks to managing your social media platforms, I help lighten your workload so you can focus on growing your business.



# ABOUT



*Priyanka Noah  
Beatrice Gagni*

# ME

With a year of hands-on experience, I've had the opportunity to assist professionals across different industries, focusing on social media management and general administrative support.

My work includes creating and scheduling high-quality content, managing analytics to optimize campaigns, producing engaging graphics and videos, and supporting daily operations to help businesses run smoothly.

Even with a year of experience, I am continuously learning and expanding my skills, striving to deliver results that make a real difference for clients.

I am dependable, proactive, and eager to take on new challenges. My goal as a Virtual Assistant is to help you streamline your tasks, grow your online presence, and free up your time to focus on what truly matters.

# MY SERVICES



## Administrative Support

Efficiently managing your schedules, systems, and day-to-day tasks so you can focus on growth.

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*Starts at \$5/hour*

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## Social Media Management

Creating and managing content that builds your brand, boosts engagement, and attracts the right audience.

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*Starts at \$5/hour*

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## Project Management

Keeping your projects on track with organized timelines, tools, and team coordination.

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*Starts at \$5/hour*

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## Customer Support

Providing timely, friendly, and professional support that keeps your clients happy and loyal.

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*Starts at \$5/hour*

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## Graphic Design

Designing eye-catching visuals that bring your brand to life and make a lasting impression.

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*Starts at \$5/hour*

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## Data Entry & Research

Accurate and efficient data handling and research to keep your business informed and organized.

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*Starts at \$5/hour*

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YOUR TIME, MAXIMIZED!

# PACKAGES/RATES

## Scope of Services: ✨

- Email management (sorting, responding to common inquiries, flagging important messages)
- Calendar management (scheduling appointments, sending reminders)
- Data entry and basic research
- Document creation and formatting (e.g., reports, spreadsheets, presentations)
- Basic customer support (responding to inquiries, following up with customers)

## Deliverables: ✨

- Weekly summary reports of tasks completed
- 1-hour onboarding call to understand client needs and preferences
- Communication via email or chat with a 24-hour response time

*Starter Package*

10 hours of work/week for  
\$200

## Scope of Services: ✨

- Advanced social media management (posting, engagement, graphics creation, strategy planning, analytics, and reporting)
- Travel arrangements and booking
- Calendar management (scheduling appointments, sending reminders)
- Email management (sorting, responding to common inquiries, flagging important messages)
- Basic bookkeeping support (invoicing, expense tracking)
- Project management (task delegation, timeline tracking, milestone reporting)

## Deliverables: ✨

- Weekly progress meetings (30 minutes each)
- Weekly task summaries and updates
- Priority response time within 24 hours
- 2-hour onboarding session to set up systems and processes

*Standard Package*

20 hours of work/week for \$300

## Scope of Services: ✨

- Customized administrative or social media support based on your needs
- Assistance with one-time tasks or specialized projects
- Flexible support for various admin or social media tasks
- Help with organizing and completing project-based work
- Adaptable assistance depending on priorities and workload

## Deliverables: ✨

- Completed tasks based on the agreed project or request
- A short weekly update on tasks handled (for ongoing work)
- 1-hour onboarding call to understand the client's needs and workflow
- Communication via email or chat for updates and coordination

*Custom Package*

\$5/hour of work - Flexible

# TOOLS AND *platforms*

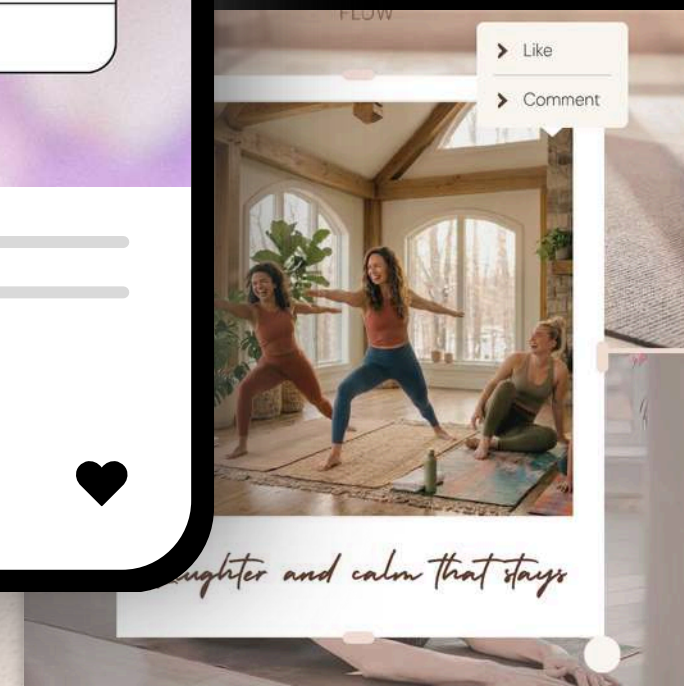
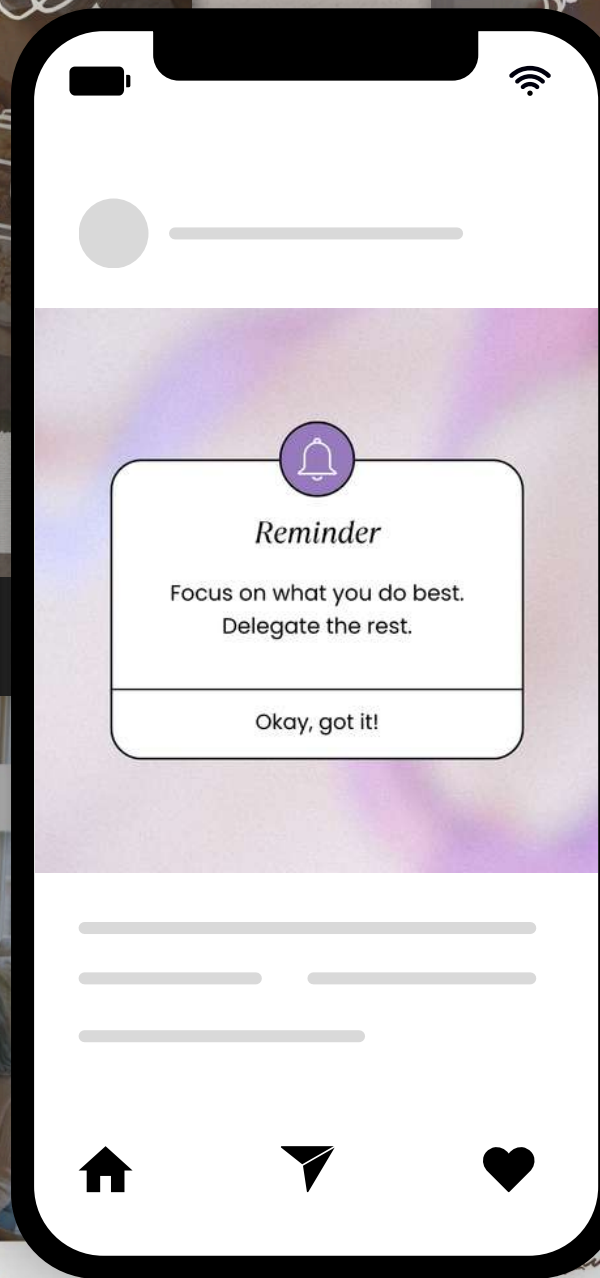
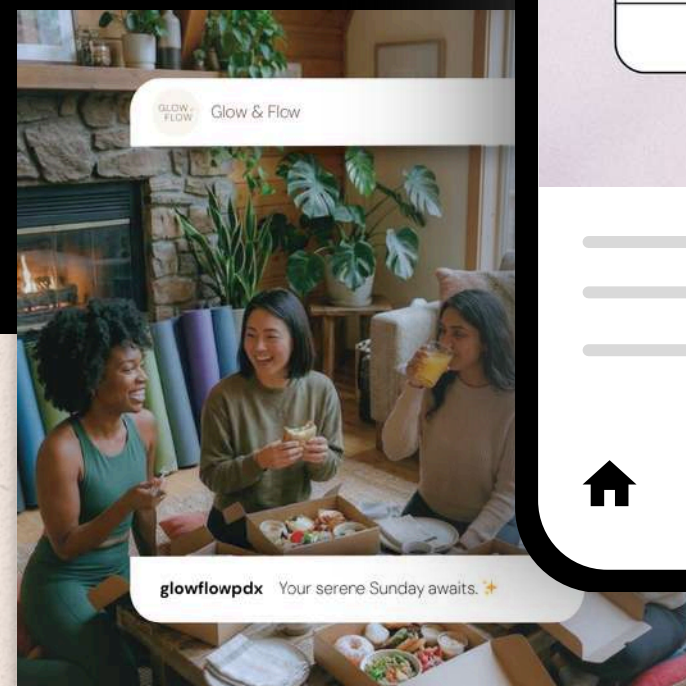
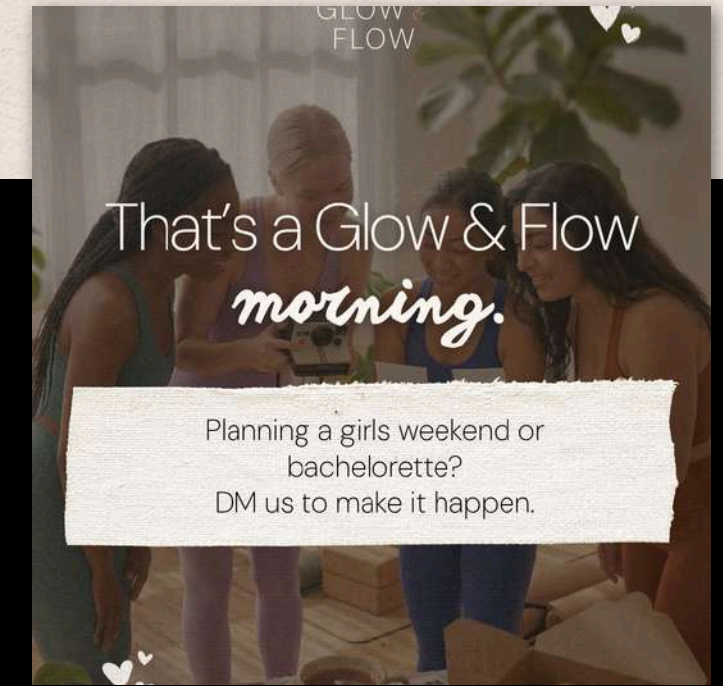
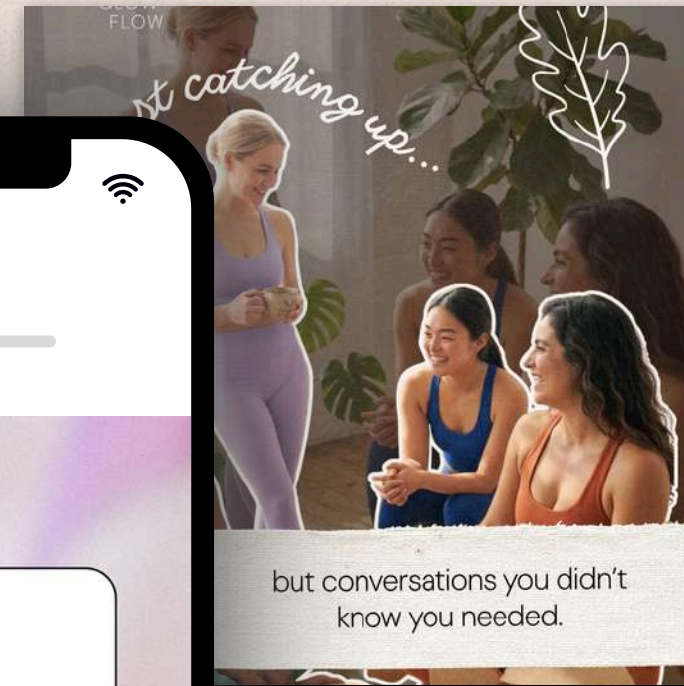
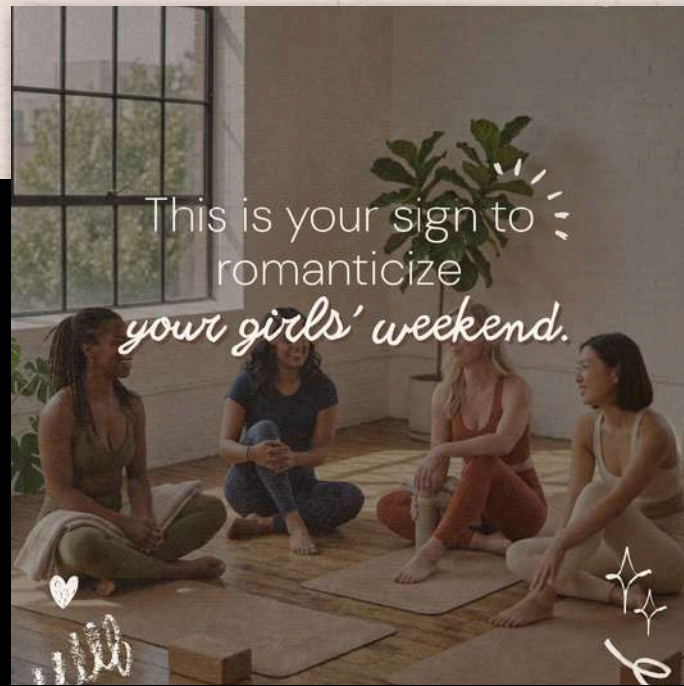


DOLLAR.EIGHTY

Here's a list of tools and platforms that I'm familiar with to give you an idea.

# HERE'S A GLIMPSE OF MY SAMPLE WORKS

GRAPHICS



Additional designs can be created to match your brand's style and requirements.

# HOW WE WORK TOGETHER

1

## Discovery Call

A quick call to understand your needs, goals, and business priorities.

2

## Task Agreement & Onboarding

We agree on tasks, timelines, and tools to ensure a smooth start.

3

## Weekly Updates

Regular check-ins to keep you informed and aligned on progress.

4

## Smooth & Organized Workflow

Tasks are handled efficiently with clear communication and structure.

You don't have to do it all on your own. I see where *you're stuck*,  
and I know exactly how to get *you unstuck*.

FROM THIS:



You're buried under emails, meetings, and endless admin tasks.



Your inbox, calendar, and daily tasks are fully organized, giving you more hours and peace of mind.



You're unsure if your systems are working efficiently and waste time figuring out tech.



You have streamlined, automated processes that keep your business running smoothly and consistently.



Repetitive tasks are draining your focus and energy.



Your energy is freed to focus on creative, high-impact, and growth-driven projects.



Deadlines are constantly looming and important tasks slip through the cracks.



You're ahead of schedule with projects delivered on time, stress-free, and with confidence.



You're doing everything yourself, and it's unsustainable.



You gain a reliable right-hand support who handles both admin and social media, making scaling your business practical and stress-free.

TO THIS:

READY TO TAKE YOUR BUSINESS TO THE

*Next Level?*

With reliable support by your side, you can focus on what you do best while I handle the rest.

Let's collaborate to turn your vision into real results. Reach out today, and let's start bringing your ideas to life.



**Email**  
gagnibeatrice@gmail.com

**Working Remotely**

