

PORTFOLIO

NINING SISWANINGRUM

About Me

Hello, I'm Nining, a Virtual Assistant with expertise in supporting **Coaches** and **Business Owners** by managing their **marketing** and **administrative tasks**.

My services include **lead generation, email marketing, and specialized project management**, all designed to support your business growth. I also handle **administrative tasks**, giving you more time to focus on what matters most.



My Services

Lead Generation

is the process of finding and attracting potential clients to create consistent opportunities for sales and business growth.

Email Management

is the process of organizing, prioritizing, and responding to emails efficiently to keep communication clear, timely, and stress-free.

Calendar Management

is the process of organizing schedules, coordinating meetings, and managing appointments to keep your time structured and productive.

Administrative Support

is the handling of day-to-day tasks such as data entry, document organization, and coordination, to keep operations running smoothly and efficiently.



Lead Generation

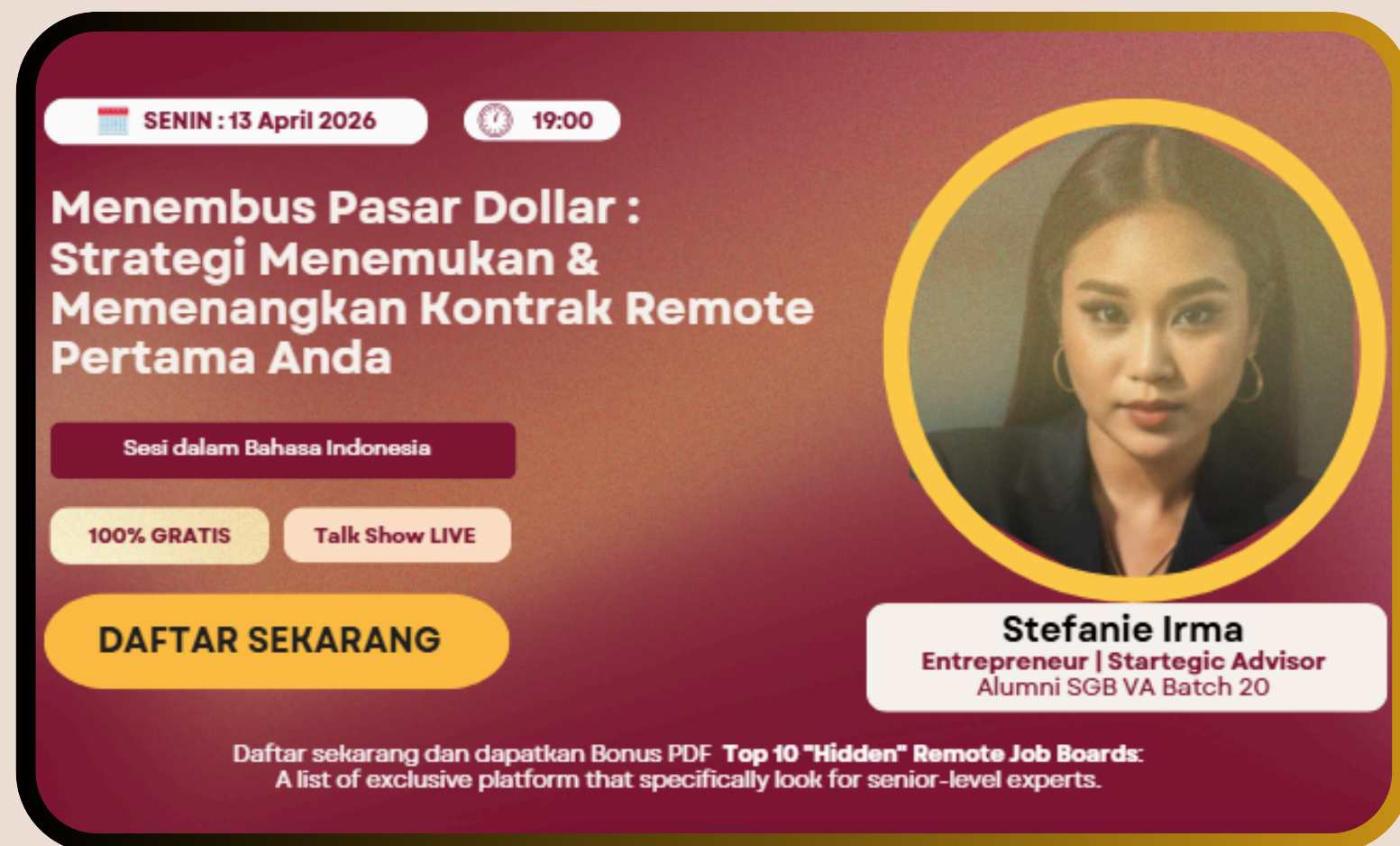
I will assist you in generating prospects for your product or services that can lead in sales increase

No.	Company Name	Company Location	Industry	Company Link	Company Phone Number	Company Email	Contact Name	Contact Link
1	Red Dot Real Estate	Tacoma, WA	Real Estate Agencies	operationreddot.com/Gov-Con	253- 300- 6300	HQ@OperationRedDot.com	James Marszalek	linkedin.com/in/jamesmarszalek
2	Alpaca Real state	New York	Real Estate Agencies	http://www.alpacarealestate.com	-	info@alpacarealestate.com	Peter Weiss	linkedin.com/in/peter-weiss-86675635
3	Poplar Home	Las Vegas, Nevada	Real Estate Agencies	https://www.poplarhomes.com/	1 408 675 5490	-	Ania Scott	linkedin.com/in/ania-scott
4	MAA	Austin, Texas	Real Estate Agencies	http://www.maac.com	-	-	Jasmine Harris	linkedin.com/in/jasmineharris-
5	Nex Vestr Realty Advisors	Plano, Texas	Real Estate Agencies	NexVestRA.com	(214) 828 8800	info@nexvestra.com	Jeri Peasner	linkedin.com/in/jeripeasner/
6	Alleman Properties Inc	Carterville, Illinois	Property Developer	https://allemandi.managebuilding.com/	1 618-549-6355	-	Danny Stanberry	linkedin.com/in/danny-stanberry-9341075a
7	Lincoln Property Company	Charleston, South Carolina	Real Estate Agencies	https://www.linkedin.com/company/lincolnpropco/	214-740-3400	-	Madelyn Wagner	linkedin.com/in/madelyn-wagner
8	Willow Bridge Property Company	Greater Tampa Bay Area	Real Estate Agencies	https://www.willowbridgepc.com/contact	214-740-3400	-	Liliana Yopez-Connors	linkedin.com/in/liliana-yepez-connors-51185299
9	St. John Properties Inc	Westminster, Maryland	Leasing for Real Estate	https://www.linkedin.com/company/st-john-properties/	-	-	Brett Foelber	linkedin.com/in/brett-foelber
10	Mac Kenzie Commercial Real Estate	Lutherville, Maryland	Commercial Real Estate	https://www.linkedin.com/company/mackenziecompanies/	-	-	Melinda Miller	linkedin.com/in/melinda-miller-479a8663

Services include :

- Database Management
- Cold Calling
- Email Outreach
- Data Reporting
- Lead Generation Strategy Analysis
- Lead Magnet Research & Strategy Development
- Lead Magnet Landing & Page Creation

LANDING PAGE CREATION



Designed a simple, conversion-focused landing page to support the client's lead magnet strategy.

Structured clear page sections including headline, value proposition, lead magnet description, and call-to-action.

Aligned landing page messaging with the target audience's pain points and motivations.

Applied basic conversion best practices to encourage and lead capture.

CLICK HERE to see more

LEAD MAGNET CREATION



Identifying your target audience and their main pain points

Creating valuable resources (guides, checklists, templates, ebooks, etc.)

Designing content that encourages people to share their contact details

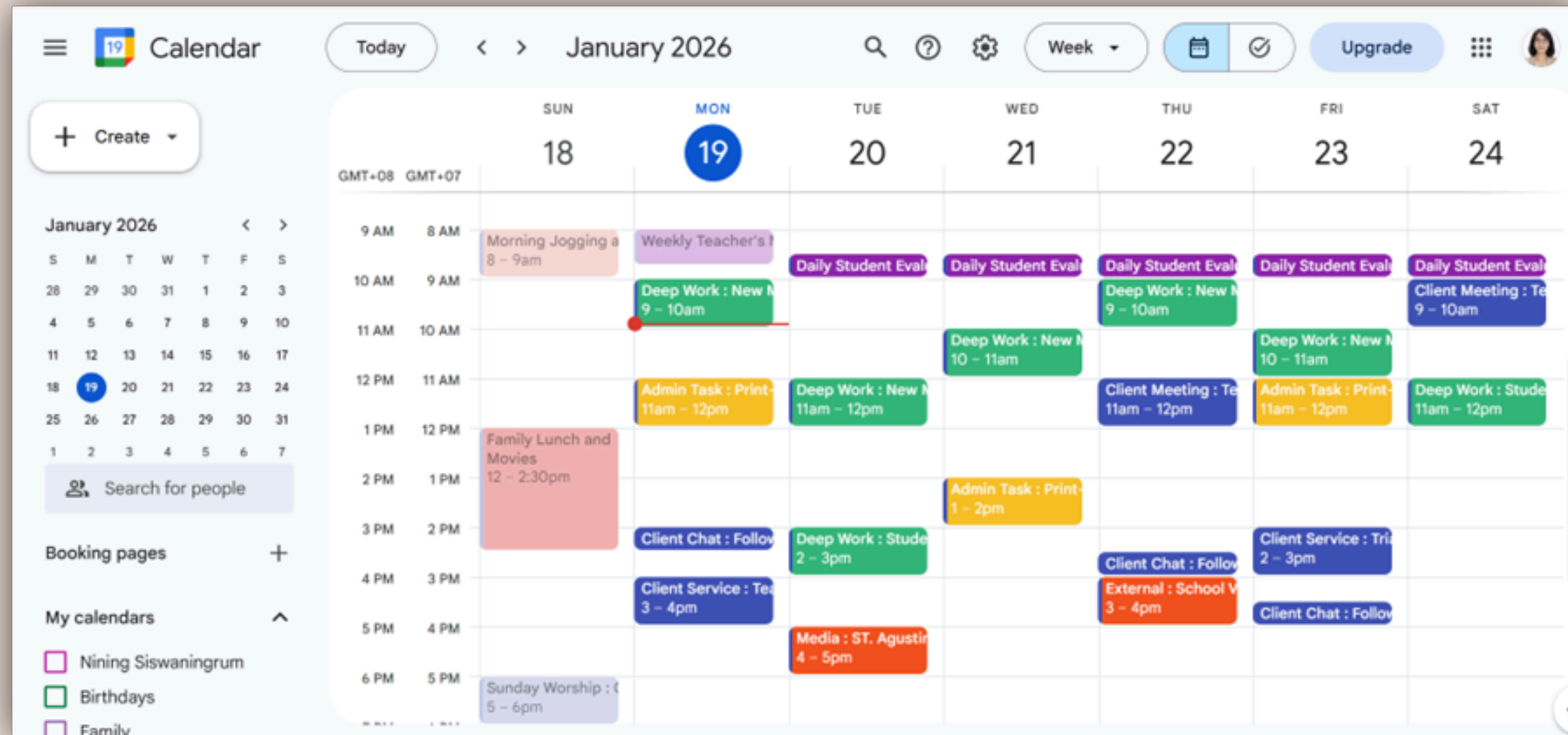
Supporting email list growth and audience nurturing

Helping turn potential prospects into qualified leads

CLICK HERE to see more

CALENDAR MANAGEMENT

I will efficiently manage your calendar and ensuring you have a comprehensive understanding of your daily, weekly and monthly schedules

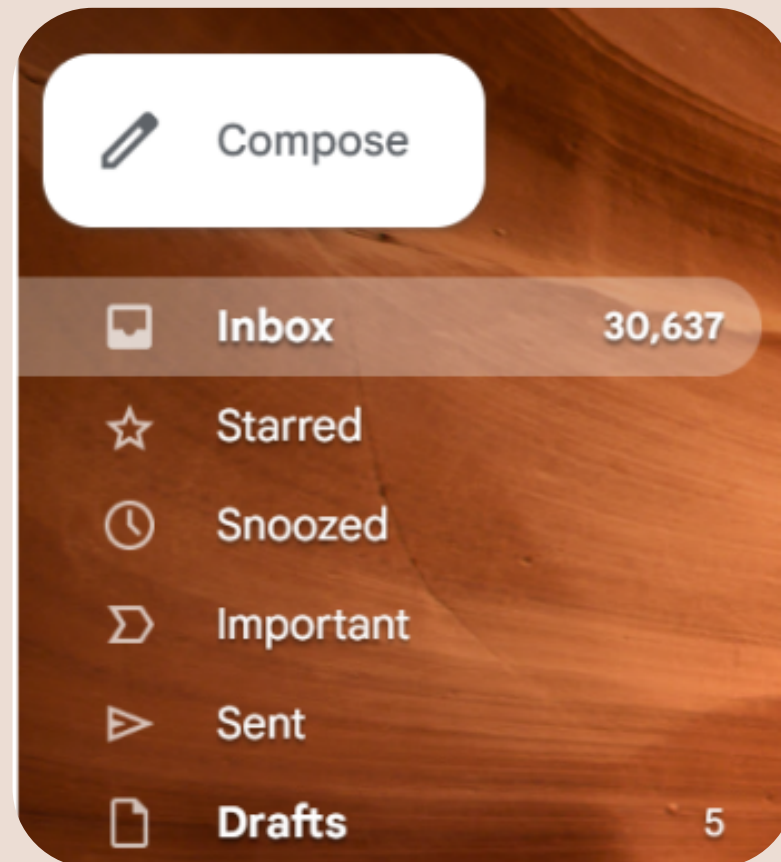


Services include :

- Scheduling
- Reminders
- Meeting Coordination
- Time Optimization

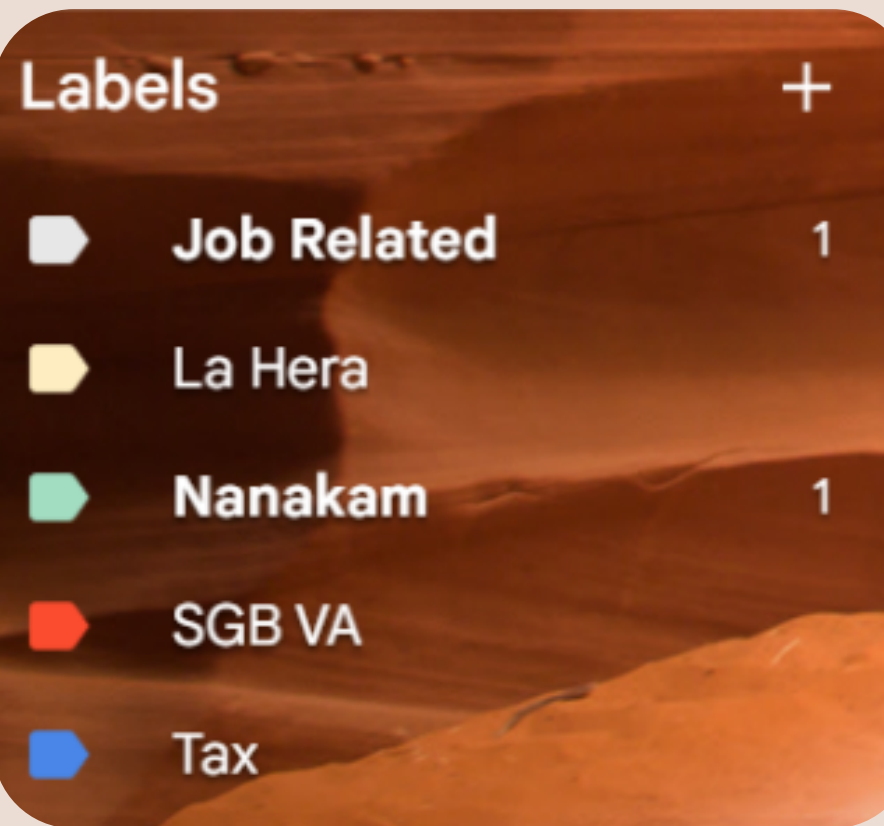
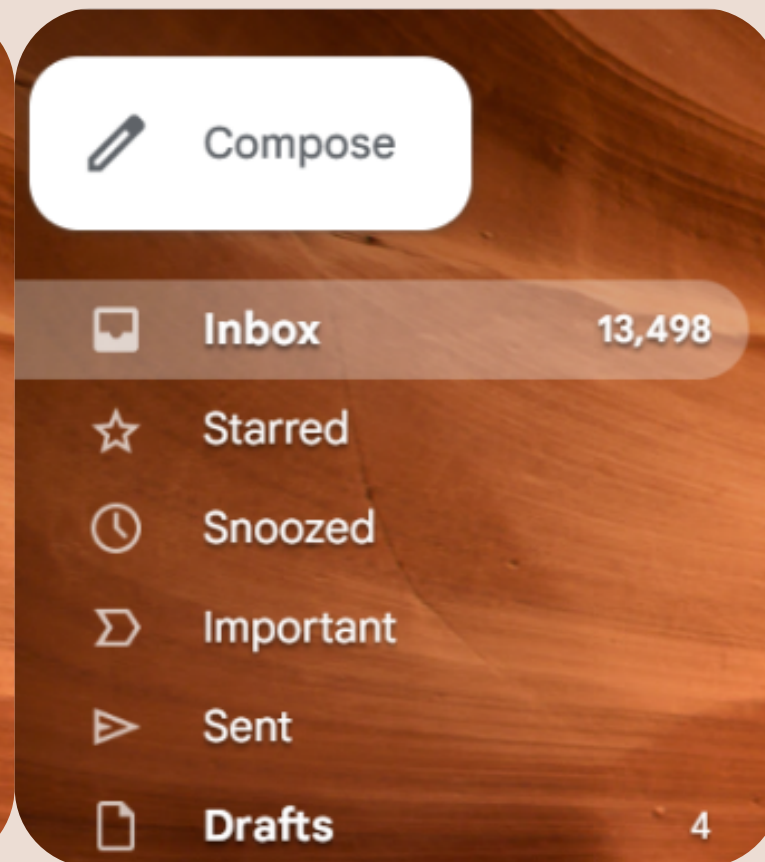
EMAIL MANAGEMENT

Before



Declutter

After



Labelling & Color Code

Services include:

- Deleting unimportant emails
- Filtering and unsubscribing spams and promotional
- Create folder and labelling
- Customizing signature & auto-reply

INTERNET RESEARCH

I will explore online resources, analyze the findings and provide you with a concise report, enabling you for making optimal business decisions

No.	Cargo Company	Website	Contact Information	Cost per Ton / LCL M3	Notes	Analysis & Recommendation
1	Linu Trans	https://linustrans.id/tarif-lcl-per-ton--m3-dari-jakarta.html	<p>Address Jakarta Garden City cluster Savoy B-2 Jl. Mahakam No.27B Cakung DKI Jakarta Timur 13910</p> <p>Email commercial@linustrans.id</p> <p>Marketing Representative Fitria 0857 0792 3007 Muly 0823 0178 7189</p>	<p>Jakarta - Makassar IDR 900,000 / USD 56.5 Min. order 2 ton</p> <p>Jakarta - Pontianak IDR 1,250,000 / USD 78.5 Min. order 3 ton</p> <p>Jakarta - Sorong IDR 2,950,000 / USD 185 Min. order 3 ton</p>	Sea Shipping Door-to-Door services	<ul style="list-style-type: none"> - Best used to deliver large quantities. - Limited destination option.
2	Deliveree	https://www.deliveree.com/id/cek-ongkir-cargo-tarif-truk/	<p>Address Wisma Anugraha, Jl. Taman Kemang No. 32B, RT.14/RW.1, Bangka, Kec. Mampang Prpt., Kota Jakarta Selatan, Daerah Khusus Ibukota Jakarta 12730</p> <p>Phone / Email (021) 31138996 support.id@deliveree.com</p> <p>Marketing Representative CS are available directly in the website</p>	<p>Jakarta - Makassar IDR 757,500 / USD 47.5 Min. order 1 ton</p> <p>Jakarta - Pontianak IDR 708,500 / USD 44.5 Min. order 1 ton</p> <p>Jakarta - Sorong IDR 1,250,800 / USD 78.5 Min. order 1 ton</p>	Sea Shipping Door-to-Door services	<ul style="list-style-type: none"> - Easy to access & informative website. - 24/7 Fast responses customer service. - Availability of container and destination are limited.
3	DjatGo	https://djatgo.id/	<p>Address Jl. Gedong Panjang No. 51, Penjaringan, Jakarta Utara 14440</p> <p>Phone/Email (021) 666 8888 marketing@djatgo.id</p> <p>Marketing Representative Virgi +62 811-8875-363</p>	<p>Jakarta - Makassar IDR 3,500,000 / USD 220 Min. order 50kg</p> <p>Jakarta - Pontianak IDR 3,800,000 / USD 238 Min. order 50kg</p> <p>Jakarta - Sorong IDR 17,500,000 / USD 1,097.5 Min. order 100kg</p>	Free Pickup from Jabodetabek Sea Shipping Door-to-Door services	<ul style="list-style-type: none"> - Best used to deliver small quantities. - Offering more options city destination. - CS not available 24/7

Services include:

- Travel Planning
- Market Research
- Content Research
- Competitor Analysis

TESTIMONIALS



**Indrobudi Wibowo MM, ICPS,
CSCSM, CCSMS**

Country Security Manager at DHL

“Nining is detail-oriented, hardworking, and consistently demonstrates a friendly and humble spirit of service. We have worked together in a continuous training program over the past three years, and she has always shown dedication and reliability. I wish her continued success in her new role.”







Nadia Aryani

*Student Advisor
Batch 30 – SGB VA*

“Nining shows strong structured discipline, excelling at clear prioritization and consistent follow-through. This approach allows her to monitor progress effectively and achieve concrete, reliable outcomes in her work.”

I'M PROFICIENT IN

TOOLS

-  Google Workspace (Google Docs, Sheets and Drive)
-  Microsoft Office
-  Various market research tools and databases
-  Artificial Intelligent app: ChatGPT, Gemini, Perplexity

Google Workspace



LET'S COLLABORATE!



Instagram



Whatsapp



LinkedIn



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