



# Ysha Mae Mayagma

EXECUTIVE VIRTUAL ASSISTANT | TECHNICAL SUPPORT & OPERATIONS SPECIALIST

I am an Executive Virtual Assistant socializing in digital operations. I help entrepreneurs scale by managing complex workflows and protecting their most valuable asset: time.



## Know Me:

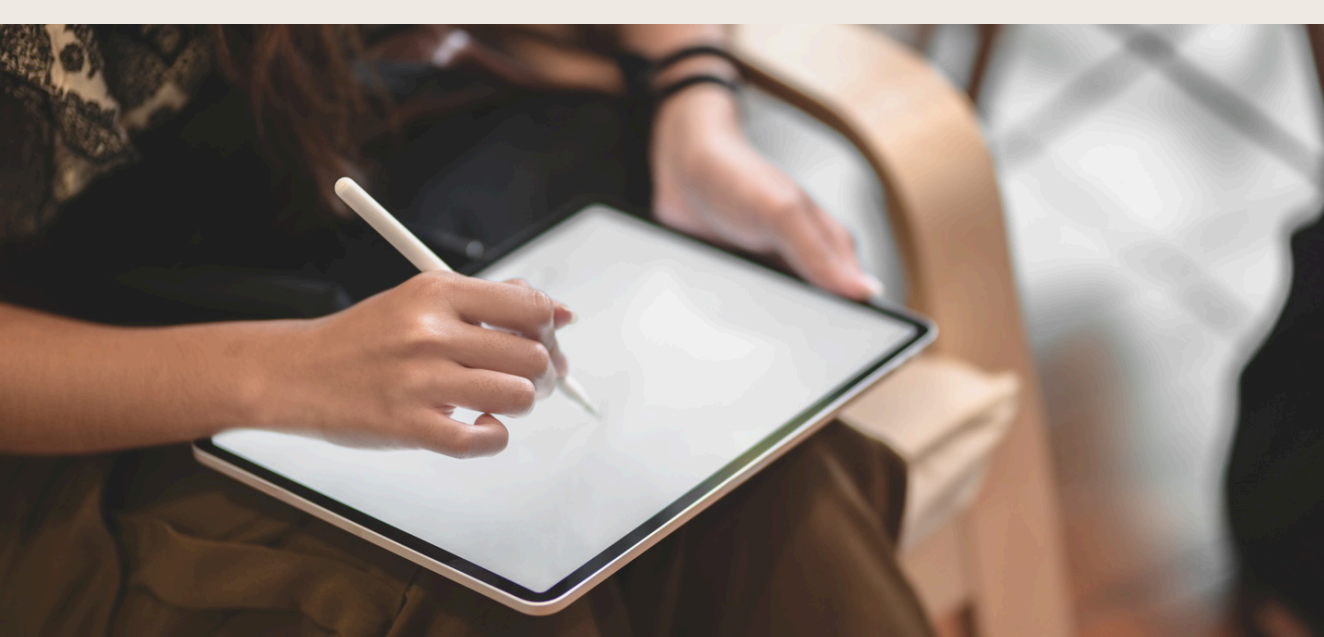
My goal is to help businesses and founders reclaim their focus by optimizing the core of their operations. Whether it's driving growth through precision outreach, managing complex back-office workflows, or streamlining e-commerce systems, I ensure your business runs with the efficiency it needs to scale sustainably.

With a background in high-stakes senior support, I bring a proactive, solution-oriented mindset to every project, ensuring that your operations aren't just managed—they're mastered.



## Core Focus:

- **E-commerce:** Shopify Management & Order Fulfillment.
- **Executive Support:** Inbox Mastery & Calendar Strategy.
- **Back Office:** Data Integrity & Workflow Automation.
- **Growth:** Precision Outreach & CRM Management.



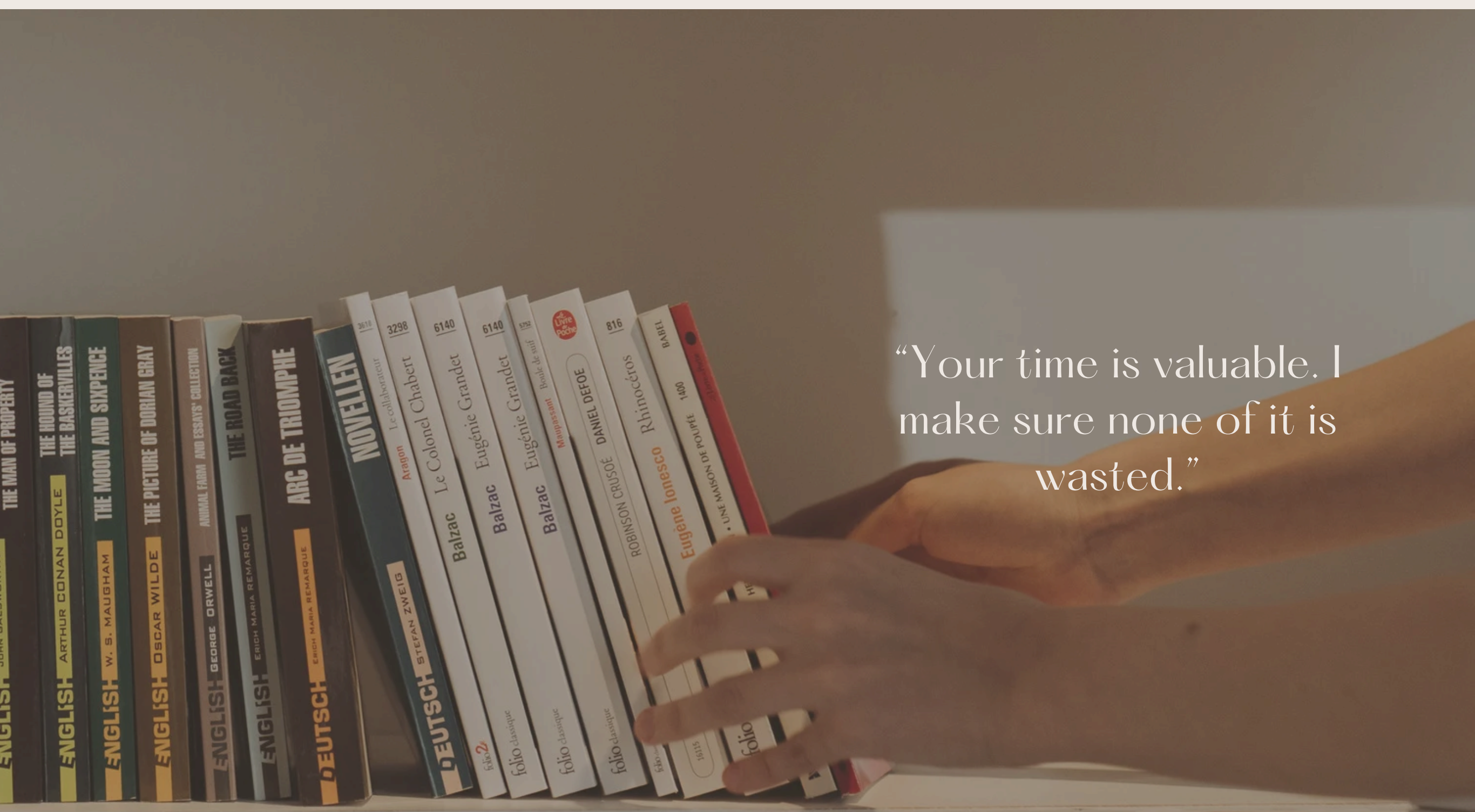
## Impact & Expertise

- E-commerce & Operations: Success:
  - **The Challenge:** A brand was struggling with slow order fulfillment and customer backlog.
  - **The Action:** I streamlined the Shopify backend and implemented a new support workflow.
  - **The Result:** Reduced response time by **40%** and increased repeat customer rate.

- The Back-Office/Data Integrity Scenario:
  - **The Challenge:** A team was struggling with fragmented data across multiple spreadsheets, leading to inconsistent reporting and missed deadlines.
  - **The Action:** I audited and migrated all legacy data into a centralized, automated CRM system with standardized entry protocols.
  - **The Result:** Eliminated manual data entry errors and reduced the weekly reporting cycle from **5 hours to 30 minutes**.

## Specialized Domains

- Creative & Digital Presence:
  - Canva
  - CapCut
- Executive Administration:
  - Google Workspace
  - Microsoft 365
  - Slack
  - Zoom
  - Microsoft Teams
- E-commerce & Operations:
  - Shopify
  - GoHighLevel
  - CRM & Back Office Systems



"Your time is valuable. I make sure none of it is wasted."

## Work with Me:

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