

Im SHERYL TOLEDO, at your service

I CAN BE YOUR VIRTUAL ASISTANT



WHY ME?

I'M VERY QUALIFIED TO HELP.

A freelance virtual assistant who is proficient in handling administrative projects, including but not limited to: document creation, data entry. Can work one-on-one with small businesses to provide flexible and affordable administrative support.

WHAT CAN I DO FOR YOU?

SERVICES

- E-mail handling and Email inbox management
- Calendar & Meeting Scheduling
- Research, Data Collection and DataEntry
- SMM (scheduling posts)
- Customer Support
- Google Suite: Drive, Docs, Sheets, Forms, Mail, Calendar, Slides
- MS Office (Word, Excel, PowerPoint)
- Other administrative support.

MY SAMPLE WORKS

google drive