

Rahmah

Content Creator | Social Media Support |
Virtual Assistant

Canva • CapCut • Content Creation • Copywriting



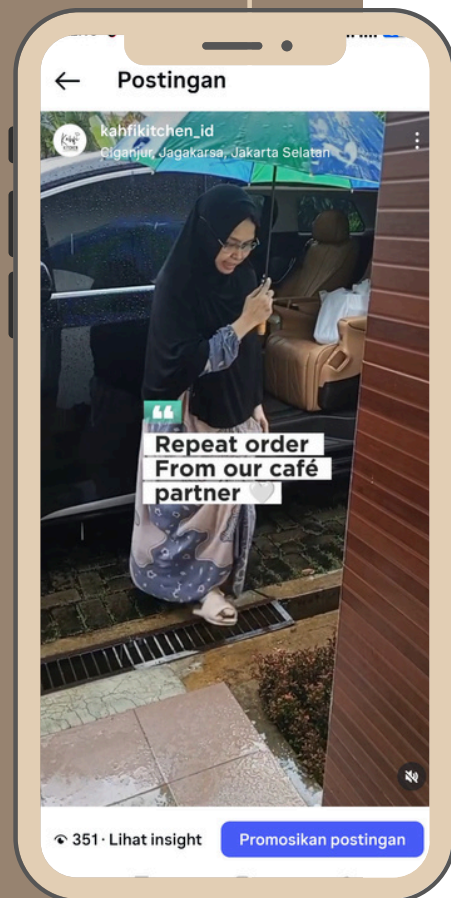
P O R T F O L I O

About Me

Welcome to my portfolio!

I am a Content Creator and Virtual Assistant with experience supporting small businesses through social media content, visual design, copywriting, and administrative assistance. Using Canva, CapCut, and storytelling-driven content, I create visuals, videos, and captions that help brands connect with their audience and strengthen their online presence.

Alongside content creation, I provide reliable administrative support, helping clients stay organized and manage day-to-day tasks efficiently.



Services Offered

Social Media Content Creation

- Instagram post design
- Carousel design
- Story design
- Content planning

Video Editing

- Instagram Reels
- TikTok videos
- Short-form content
- Subtitle & text overlays

Copywriting

- Instagram captions
- Product descriptions
- Storytelling content
- Social media copy

Virtual Assistant

- Data Entry
- Internet Research
- Data Collection
- Data Scraping
- Email Management
- File Organization
- Administrative Support

Tools

Design & Content

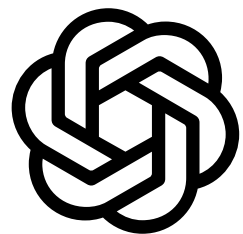


Canva



CapCut

CapCut



ChatGPT

Productivity

- Google Docs
- Google Sheets
- Microsoft Word
- Microsoft Excel



Research & Data Collection

- Thunderbit
- Google Search
- Google Drive



Featured Project

3.d.co (Ubud, Bali)

Project Overview

Supported 3.d.co, a villa and lifestyle brand in Ubud, Bali, through social media content creation, visual design, and administrative support. Created storytelling-based content to enhance brand awareness and guest engagement, while also assisting with guest information materials, invoice preparation, and branded communication assets.

Tools

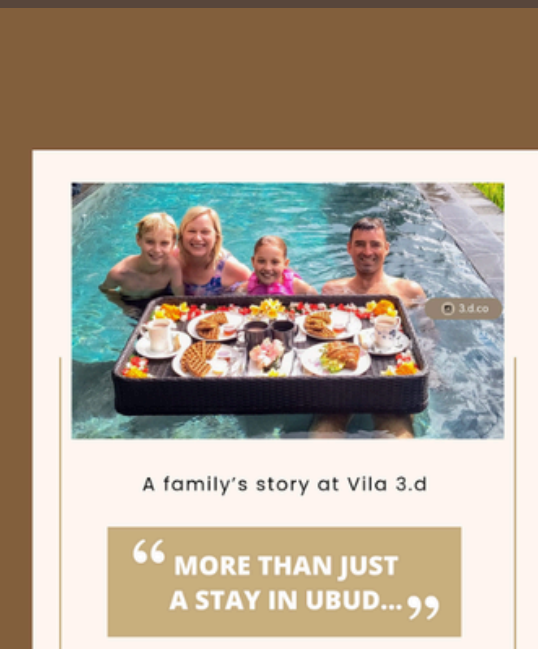
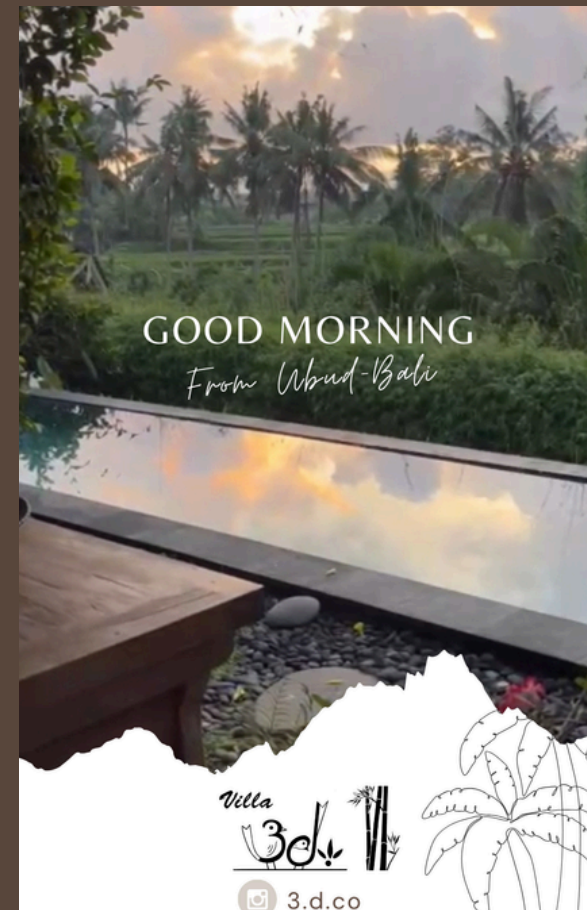
- Canva •ChatGPT •CapCut •Google Workspace •My Invoice

Additional Business Support

The image shows three documents: an order form with fields for name, address, and phone; an invoice with itemized charges and a total; and a 'Hand-painted Acrylic Fabric' care guide with instructions for washing and drying, and a list of materials like Canvas, Cotton, and Rayon.

Caption Writing Sample

The caption reads: "3.d.co Make Every Celebration Unforgettable at Vila 3d 🌟 Celebrate your special moments with stunning sunrise views over lush rice fields, tropical modern vibes, and personalized touches that make every occasion truly memorable. Let's turn your event into an unforgettable experience in Ubud! Ready to celebrate in style? DM us for bookings or more info! #MakeEveryCelebrationUnforgettable #vila3d #UbudVilla #BaliCelebrations #SpecialMoments Disukai oleh dewi.wirjadi dan lainnya 3.d.co Celebrating Love at Vila 3.dco 🌸 Our modern tropical villa becomes the perfect sanctuary for special moments like anniversaries. We've prepared this heartfelt setup to welcome our guests, celebrating their love story in the serene beauty of Ubud. Looking to create your own unforgettable memories? Book your stay with us and let us make it extra special! Ubud, Bali - where tranquility meets elegance. Pre-order now to secure your one-of-a-kind blouse! #ExclusiveDesigns #HandPaintedFashion #LimitedEditionBlouses #LuxuryWardrobe #3dco #rayonblouse #PreOrderNow lebih sedikit"



Featured Project

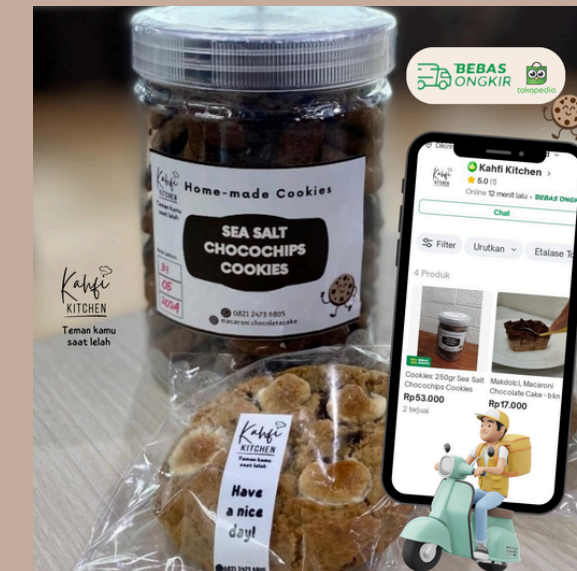
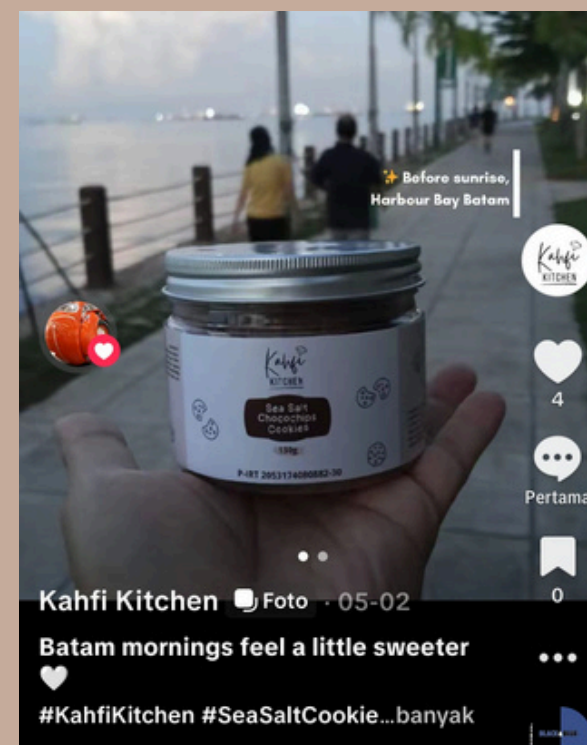
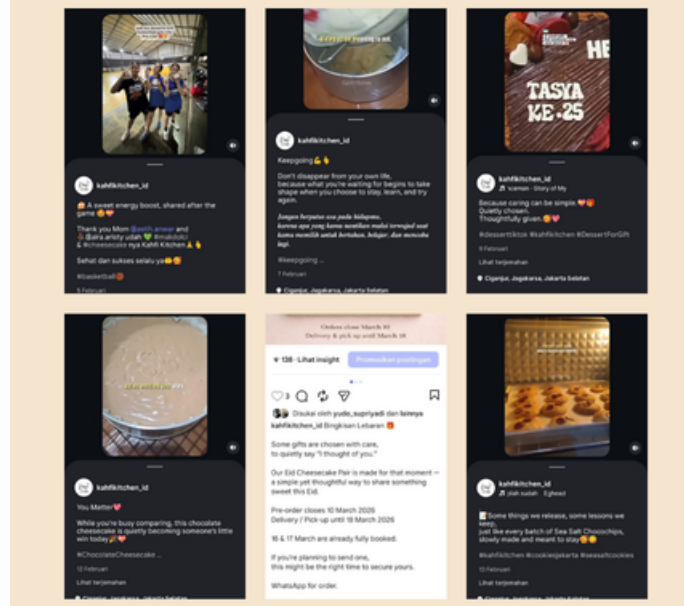
Kahfi Kitchen

Project Overview


Managed content creation for Kahfi Kitchen, a homemade dessert brand targeting Gen Z workers. The strategy focused on building brand awareness through relatable storytelling, psychology-inspired content, and everyday work-life experiences rather than heavy promotion. My role included content planning, Canva design, packaging label design, caption writing, and short-form video creation, all aligned with the brand's voice and target audience.

Tools
 Canva
 ChatGPT
 CapCut
 Gemini Banana

Caption Writing Sample



Education

 Bachelor of Psychology
2014 - 2018
Mercu Buana Univeristy Jakarta

Courses

Super Virtual Assistant
Bootcamp
2024 (on going)
Remote Skills Academy

One Year Diploma in
Business Administration
1992
LP3I Jakarta

Becoming Professional
Virtual Assistant
2022
Habiskerja.com



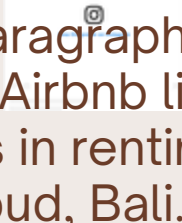
Work Experiences

March 2024 – Now

Freelance Virtual Assistant

Create and manage social media post, including graphic design and caption writing for instagram link:

Klick Here 

 Crafted short paragraphs and descriptions for Airbnb listings to support clients in renting their villas in Ubud, Bali.

Klick Here 

Handling general administrative tasks such as preparing electronic invoices and designing business printing materials like aftercare cards and welcoming notes for villa guests.

2016 – 2017

Recruitment Manager

Hotel Borobudur Jakarta



Led the hiring process, including sourcing, screening, and evaluating candidates.

Collaborated with department managers to forecast future hiring needs and develop recruitment strategies.

Built and maintained a professional network to ensure a steady pipeline of qualified candidates.

Managed contracts related to employee recruitment, ensuring compliance with labor legislation

2013 – 2016

Sr. Account Receivable

Puri Casablanca Serviced Apartment
Jakarta

Handled monthly rent collections and managed accounts for multiple tenants.

Proactively addressed payment issues and facilitated resolutions.

Identified and reported significant fraudulent activities, leading to a comprehensive audit.

Work Experiences

1996 – 2006

Secretary to General Manager

Puri Casablanca Serviced Apartment
Jakarta

Managed all secretarial and administrative duties for the General Manager.

Handled personnel and HR issues, managing over 300 employees to ensure smooth daily operations.

Oversaw general affairs and procurement by supervising purchasing activities and coordinating with suppliers.

1993 – 1996

Administrative Assistant for The Marketing Department

IPMI International Business School
Jakarta

Managed marketing inquiries and followed up with prospective students to ensure enrollment.

Performed general administrative duties to support the marketing department.

Handled all marketing administration tasks and prepared the graduation book for the class of 1995.



Rahmah

Virtual Assistant | Content Creator |
Canva Designer

Let's Work Together

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Canva Portfolio:

<https://canva.link/0x9jod4b2q9vz22>