

"It is a new day."

CJN VA SERVICES

Operations & Admin *Assistant*

Portfolio & Work Samples

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ABOUT

Building the systems behind a business.

I started my VA journey from scratch in 2025, building operations support and content creation skills side by side. This portfolio walks through hands-on practice and client work across the core systems a modern business runs on — CRM, project management, forms, data entry, and communication.

TOOLS IN PRACTICE

- Google Workspace (Sheets, Forms, Drive)
- HubSpot CRM
- Trello
- Canva
- Google Apps Script / Mail Merge

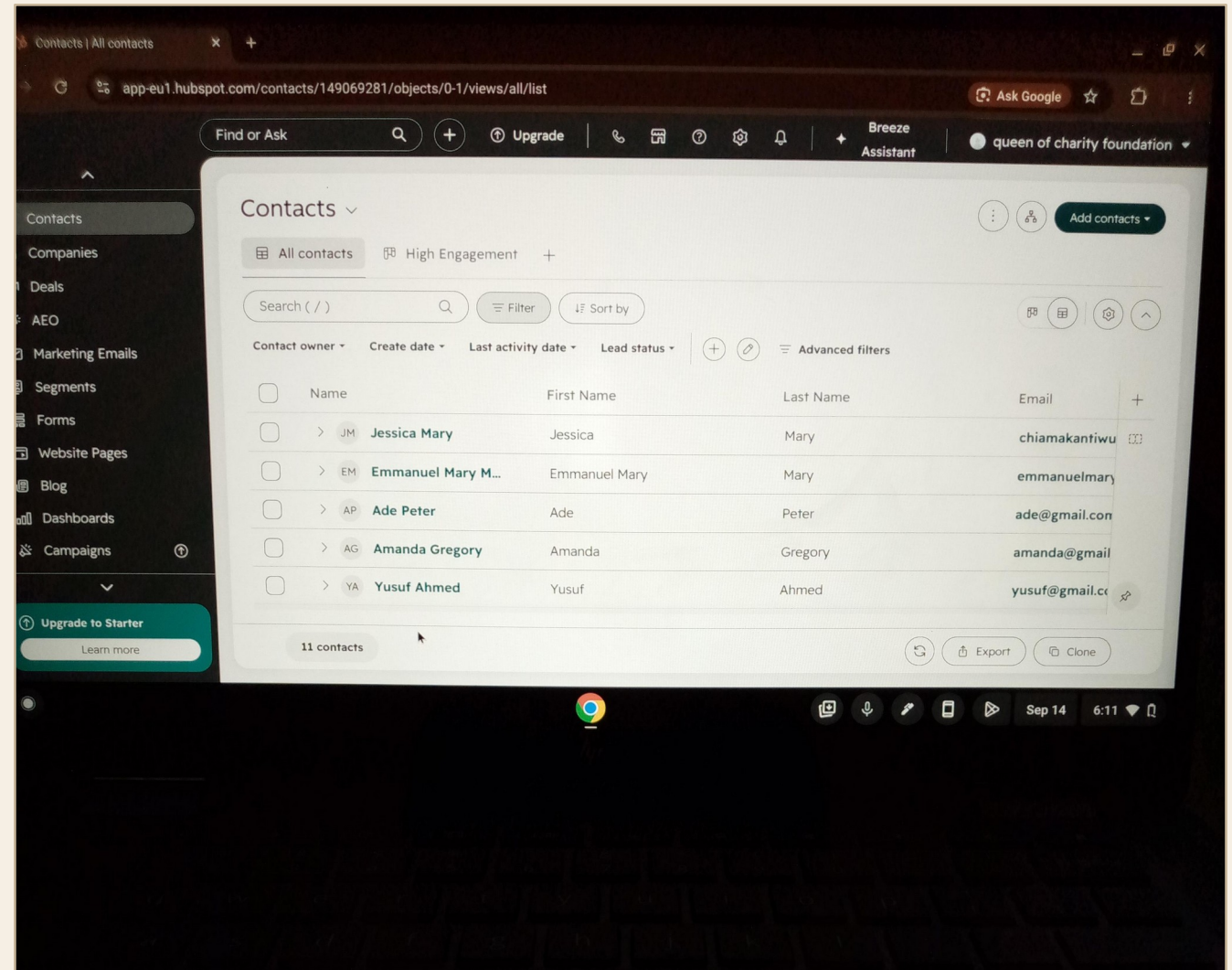
Organized contact & lead tracking

Practice building a structured contact database in Google Sheets — tracking names, contact details, and a rated profile status with dropdown-driven data validation for quick filtering.

	A	B	C	D	E	F	G	H	I	J	K
1	First Name	Contact	Email	Rating	Profile Status						
2	Adaobi	1651078	adaobi@gmail.com	7	Bad						
3	Glory	1708878	glory@gmail.com	9	Bad						
4	Omoruyi	1766678	omoruyi@gmail.com	10	Bad						
5	James	1824478	james@gmail.com	11	Fair						
6	Peter	1882278	peter@gmail.com	13	Fair						
7	Samuel	1940078	samuel@gmail.com	16	Fair						
8	Joy	1997878	joy@gmail.com	20	Good						
9	Praise	2055678	praise@gmail.com	24	Good						
10	Mary	2113478	mary@gmail.com	26	Good						
11											
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Client relationship systems in HubSpot

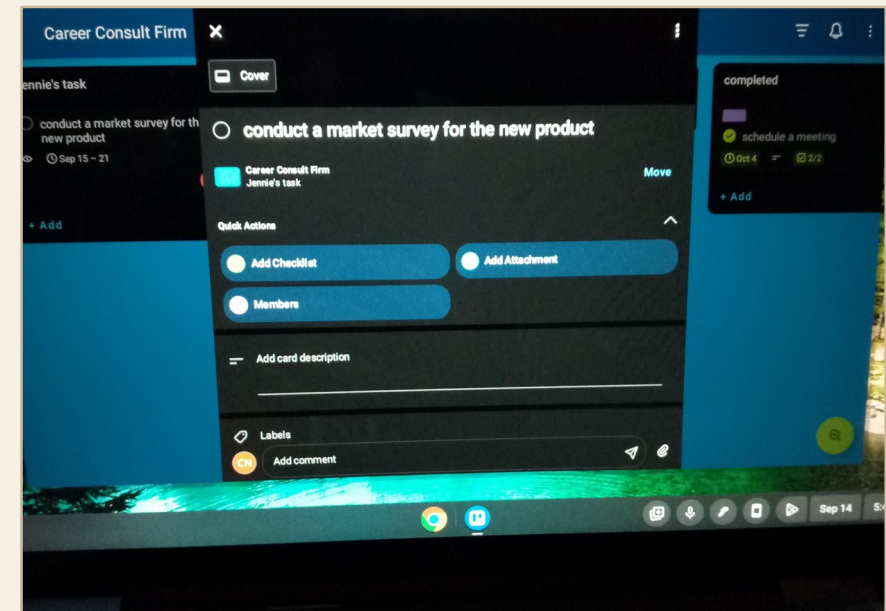
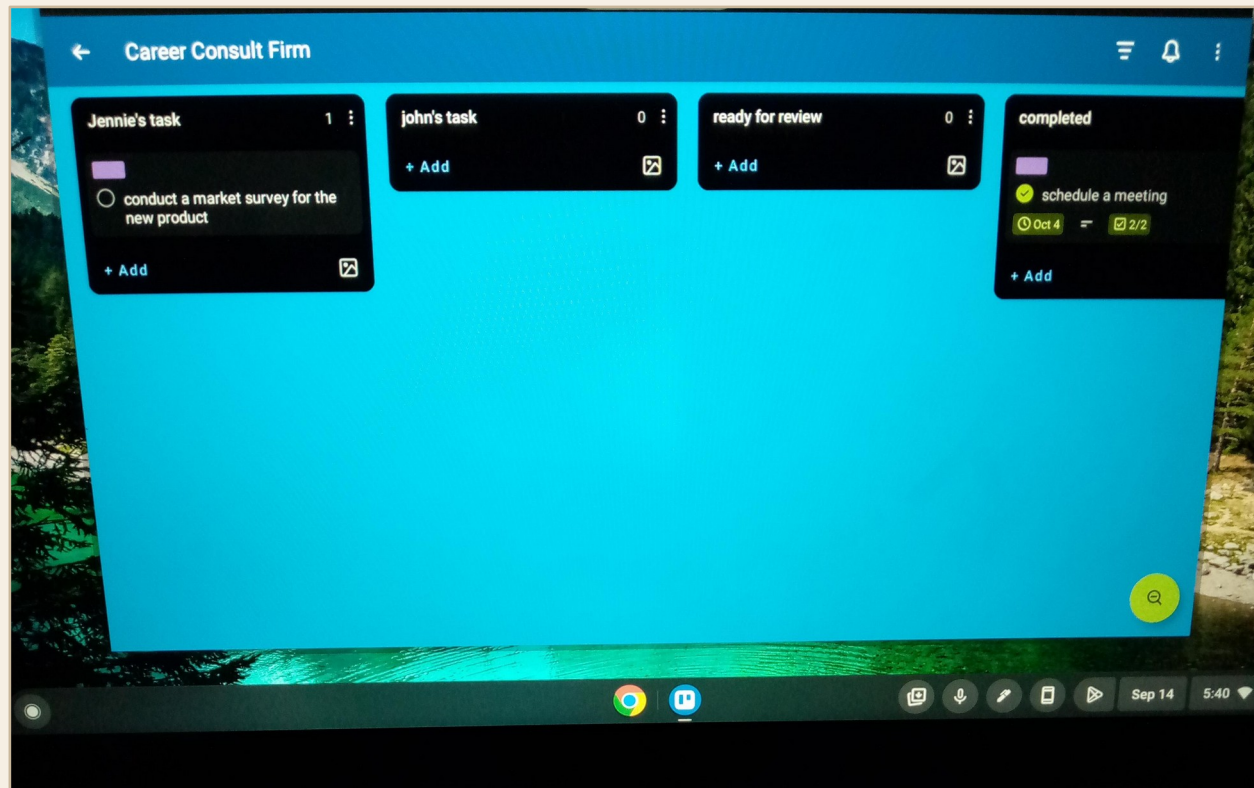
Managing a live contacts database for a modelling agency client — organizing participant names, emails, and engagement status inside HubSpot's CRM for easy follow-up and segmentation.



PROJECT MANAGEMENT

Task boards that keep teams moving

A Trello board built for a career consulting firm, with tasks assigned by team member and moved through Jennie's Task → John's Task → Ready for Review → Completed, including checklists and due dates on individual cards.



Structured intake, from form to sheet

A Google Form built to collect participant profiles — name, WhatsApp number, email, and profile completion status — with responses flowing automatically into a linked spreadsheet ready for review.

11:19 AM

docs.google.com/forms/

25

Untitled form

Questions Responses Settings

Untitled form

This form is set up to collate data for New Generation Modelling participants and ensure that they are well informed even as they complete their profiles.

First Name *

Please enter only your first name.

Short answer text

Phone number *

Your phone number should have your country code with no sign/symbol and space in it. An example is this: 234063245

Short answer text

Email Address *

Input only a valid email address.

Short answer text

Profile Status *

Indicate if you have submitted your Instagram link, measurement, height, and picture including your acceptance of collaboration.

If you have done all, indicate by saying 'completed'; otherwise, choose the latter.

Completed

Incomplete

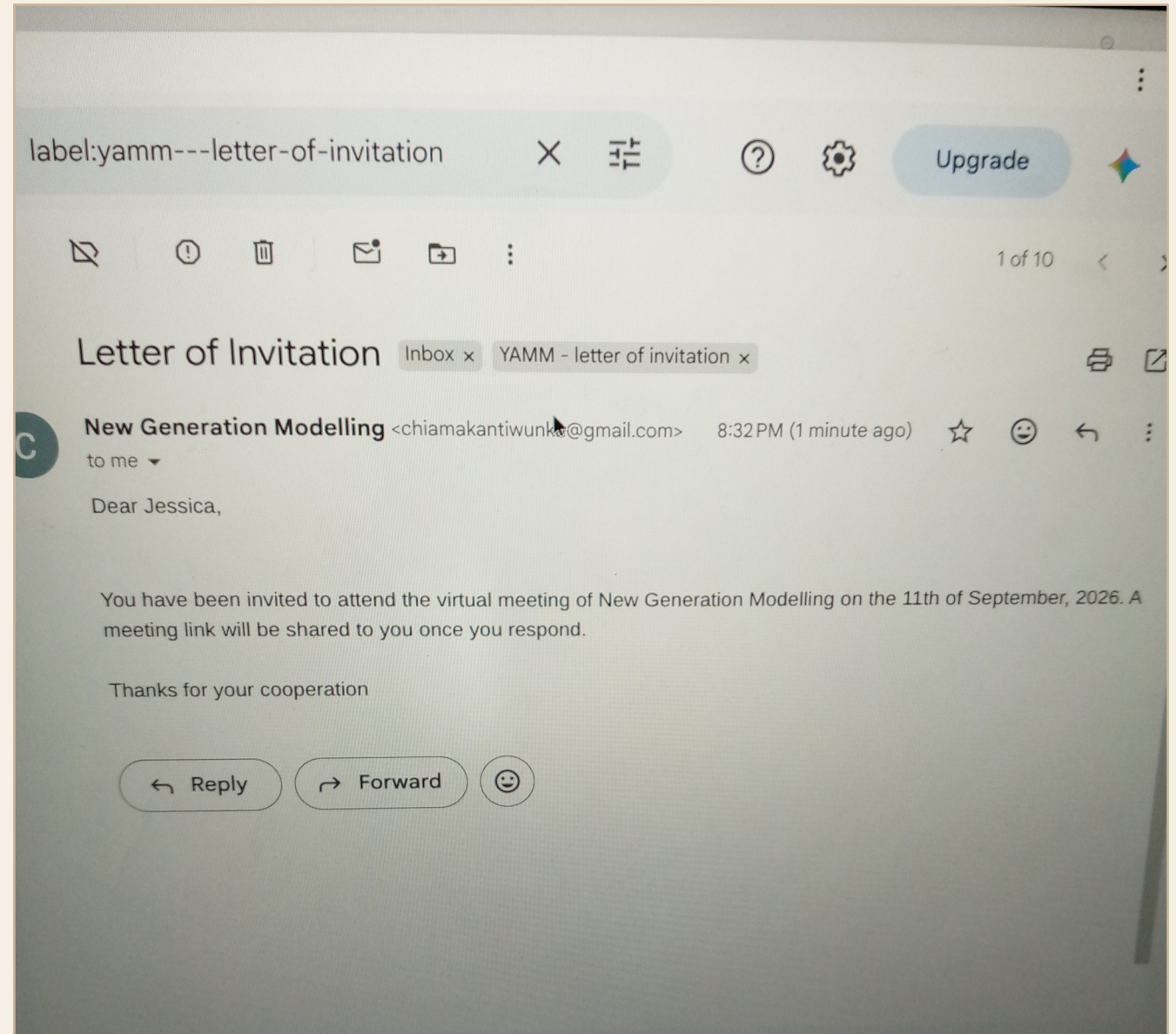
Do you understand New Generation Modelling's vision? *

Long answer text

COMMUNICATION

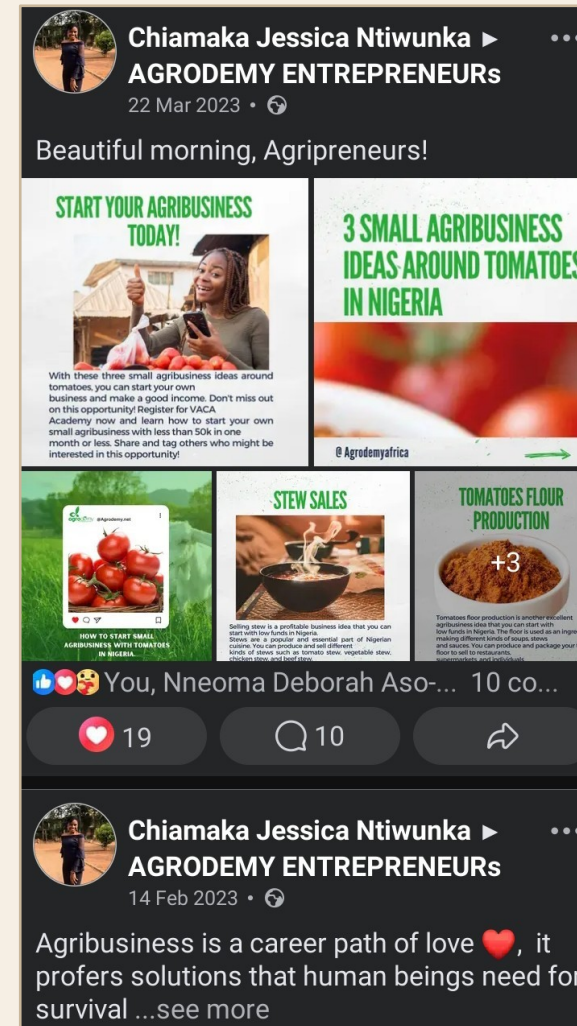
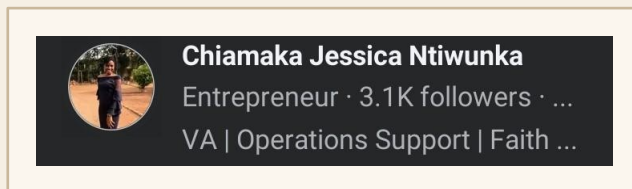
Personalized outreach at scale

Mail merge invitations sent to modelling agency participants, personalizing each message by name while managing the full send from a single Gmail draft — keeping outreach fast without losing a personal touch.



Content that built an audience

Managed the Facebook page for Agrodeemy Entrepreneurs, an agribusiness education brand — planning and posting farming guides, health & wellness tips, and promotional carousels that grew consistent engagement and a 3,100+ follower audience.



SERVICES

What I offer

Email & Inbox Management	Ongoing
Calendar Management	Ongoing
Data Entry & CRM Maintenance	Ongoing / Project
SOP Creation	Project
File Organization & Systems Setup	Project

Let's work together.

Available for US & UK-based clients.

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