

Virtual Assistant Portfolio – Austin Benedict

1. Task Management Sample

Tool Used: Google Sheets / Excel

| Task | Due Date | Priority | Status |
|---------------------|----------|----------|-------------|
| Email clean-up | June 30 | High | Completed |
| Schedule meetings | July 1 | Medium | In Progress |
| Create to-do list | July 1 | Low | Not Started |
| Update contact list | July 2 | Medium | Completed |

2. Weekly Schedule Sample

Tool Used: Canva / Google Calendar

| Time | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------|----------------|--------------|--------------|-----------------|---------------|
| 9–10 AM | Email check | Task updates | Meeting prep | Social posts | Client emails |
| 10–11 AM | Create reports | Data entry | Social media | File organizing | Weekly review |
| 11–12 PM | Break | Break | Break | Break | Break |
| 12–1 PM | Research | Research | Research | Research | Research |
| | | | | | |

3. Email Response Sample

Subject: Order Delay Follow-Up

Dear [Customer Name], Thank you for your message. I apologize for the delay in your order. We’ve contacted our shipping partner, and your package is expected to arrive within 2–3 business days. Please let me know if there’s

anything else I can assist you with.Best regards,Austin BenedictVirtual Assistant / Customer Support

4. Social Media Content Schedule (Optional)

Tool Used: Excel / Google Sheets

| Date | Platform | Caption | Image Link | Status |
|--------|-----------|-----------------------------|---------------|-----------|
| July 1 | Instagram | "Start your day with focus" | canva.com/xyz | Scheduled |
| July 2 | Facebook | "Tip: Organize your inbox" | canva.com/abc | Drafted |