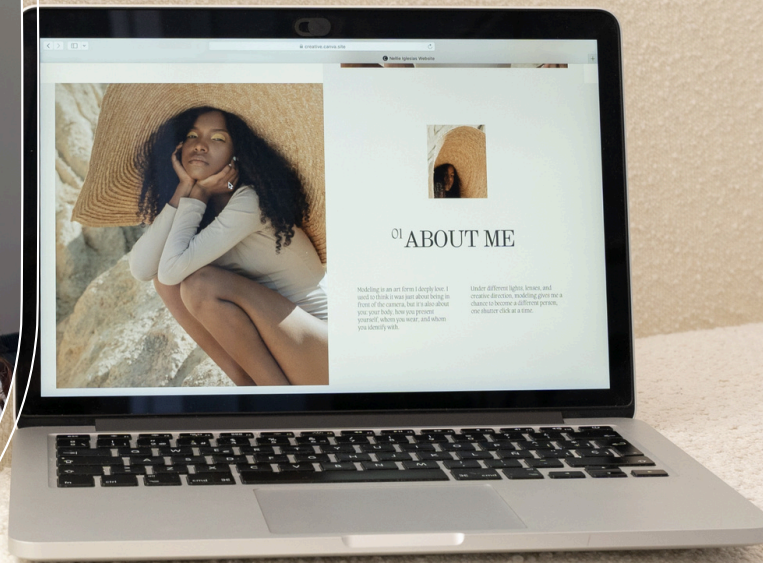




PROFESSIONAL PORTFOLIO



ABIGAIL THELMA

[@abigailthelma22@gmail.com](mailto:abigailthelma22@gmail.com)

VIRTUAL ASSISTANT

ABOUT ME

I am a certified and dedicated virtual assistant who is looking to provide top notch administrative support to entrepreneurs, busy CEOs, small businesses and professionals.

With my expertise in administrative tasks and customer service support, I possess the adequate skills to help you reduce workload, increase productivity and achieve your set goals.

I am goal driven and enthusiastic, hardworking and passionate and I take great joy in offering assistance and helping to solve problems.



SKILL

- **Communication**
Excellent written and verbal communication skills, fluent in English language thereby ensuring effective communication between client and stakeholders.
- **Administrative Support**
Efficient calendar management, scheduling appointments and organizing tasks for smooth and effective running of day to day operations.

- **Proficiency in Microsoft office, Zoom, Google Suites & other productivity software.**
- **Organization & Time Management**
I organize files for easy access & retrieval and I am also effective in prioritization and time management to meet deadlines.



AIM & GOALS

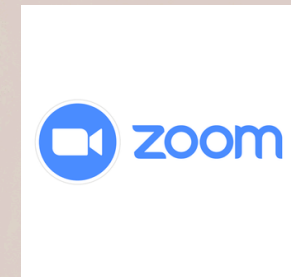
With over two years of experience in customer service and media management and my continuous improvement and gain of knowledge as a virtual assistant, my major aim and goal is to assist clients in streamlining their operations and helping them achieve their set goals by providing tailored support.

My ability to take on new challenges and learn rapidly ensures that I meet up and cater to client's specific needs, irrespective of the industry or task complexity.



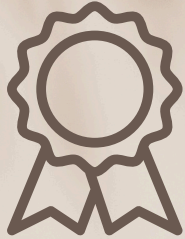
TOOLS PROFICIENCY

 **Trello**

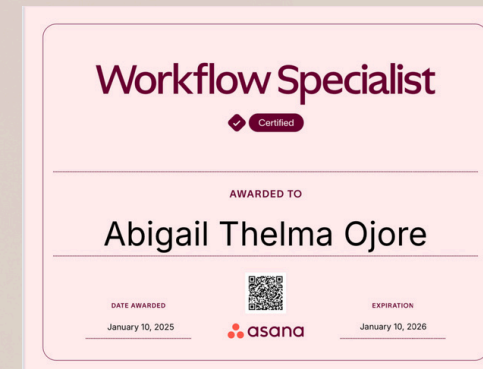


Google Workspace

CERTIFICATIONS



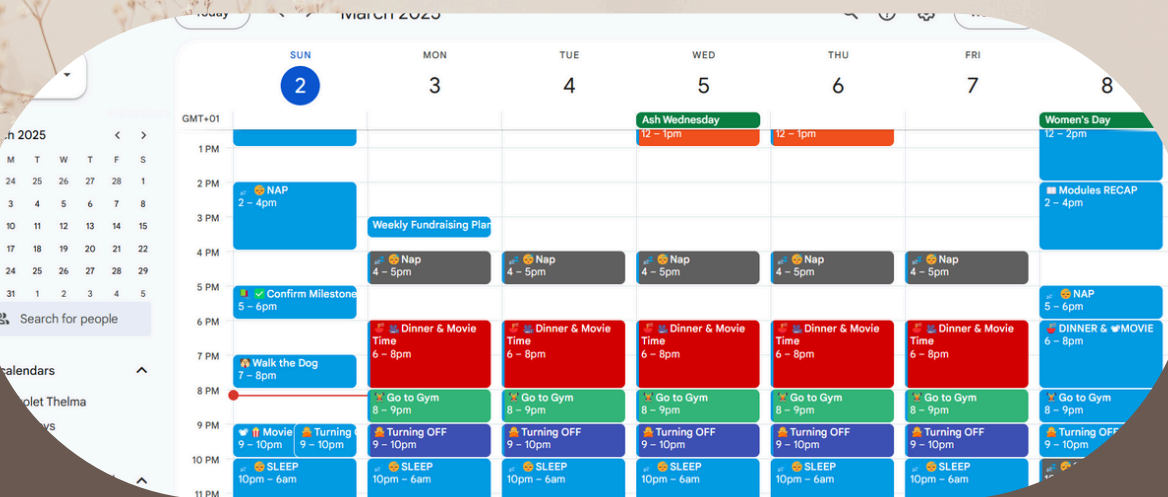
As someone who loves to learn about new things and seek knowledge, I have earned a number of certifications to sharpen my skills and broaden my knowledge of the virtual assistant industry. These certifications are a proof of my expertise and constant pursuit of knowledge.



CALENDAR MANAGEMENT

VIRTUAL ASSISTANT

A few projects I have worked on for previous clients includes administrative tasks like calendar management, scheduling, creating travel packs and making travel arrangements, writing meeting minutes, carrying out research on given topics amongst other things.



Budget	
TRAVEL EXPENSES	COST
Travel Authorization	NGN17,000.00
Flight (Round Trip)	NGN1,190,131.00
Accommodation	
Nautilus Apartments	NGN1,475,604.00
Lagati Seychelles	NGN1,201,098.00
La Desirade Apartment	NGN1,431,278.73
Savoy Seychelles	NGN2,789,906.00
Red Coconut Private Cottage	NGN1,738,727.55
Activities	NGN375,000.00
Feeding & Miscellaneous	NGN500,000.00
Total Cost	NGN3,291,229.00
NOTE	
Total Cost was calculated with the most affordable accommodation on the list Some prices had to be converted to Nigerian Naira Currency	

SCHEDULING & TRAVEL PLANNING

Travel Pack

Prepared for Mr Stephen Acquah
Mahe, Seychelles
16 - 23 November 2025

SEYCHELLES FLIGHT OPTIONS ☆ 📌 ☁

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DEPARTURE DATE	DEPARTURE FLIGHT DURATION	RETURN DATE	RETURN FLIGHT DURATION	ROUND TRIP PRICE	LAYOVERS/CONNECTING FLIGHTS	BC
16th September 2025	21hrs 40mins	14th September 2025	10hrs 20mins	NGN1,044,052.00	Departure --1 layover in Addis Ababa (12hrs 30mins) Return -- 1 layover in Addis Ababa (1hr 10mins)	http lag
16th November 2025	21hrs 40mins	23rd November 2025	10hrs 20mins	NGN1,044,052.00	Departure --1 layover in Addis Ababa (12hrs 30mins) Return -- 1 layover in Addis Ababa (1hr 10mins)	http lag
16th September 2025	16hrs 55mins	14th September 2025	18hrs 45mins	NGN2,205,200.00	Departure -- Connecting Flight in Dubai (4hrs 30mins) Return -- Connecting Flight in Dubai (5hrs 55mins)	http ub:
16th November 2025	16hrs 55mins	23rd November 2025	19hrs 20mins	NGN2,205,200.00	Departure -- Connecting Flight in Dubai (5hrs 00mins) Return -- Connecting Flight in Dubai (6hrs 10mins)	http ub:
16th September 2025	14hrs 25mins	14th September 2025	14hrs 55mins	NGN1,674,592.00	Departure -- 1 layover in Doha (2hrs 25mins) Return -- 1 layover in Doha (2hrs 25mins)	http
16th November 2025	17hrs 20mins	23rd November 2025	17hrs 55mins	NGN1,635,098.00	Departure -- 1 layover in Doha (4hrs 00mins) Return -- 1 layover in Doha (4hrs 25mins)	http
16th September 2025	10hrs 50mins	14th September 2025	11hrs 15mins	NGN869,152.00	Departure -- 1 stop in Jomo Kenyatta International Airport (2hrs 15mins) Return -- 1 stop in Jomo Kenyatta International Airport (2hrs 50mins)	http
16th November 2025	10hrs 50mins	23rd November 2025	11hrs 15mins	NGN1,197,734.00	Departure -- 1 stop in Jomo Kenyatta International Airport (2hrs 15mins) Return -- 1 stop in Jomo Kenyatta International Airport (2hrs 50mins)	http

ILLUSTRATION

MEETINGS MINUTES

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MEETING AGENDA

XYZ COMPANY/ Department

— Weekly Fundraising Event Planning Sync —

DAY AND DATE	LOCATION	START TIME	END TIME
17/02/2025	Click here to join meeting	02:00 PM{GMT}	02:40 PM{GMT}
MEETING OBJECTIVE		MEETING TYPE	
WEEKLY FUNDRAISING EVENT PLANNING SYNC		INTERNAL	
MEETING REQUESTED BY	FACILITATOR	MINUTE TAKER	TIMEKEEPER
Abigail Thelma (VA)	Abigail Thelma(VA)	Abigail Thelma(VA)	Abigail Thelma(VA)
ATTENDEES REQUESTED			
Head of Catering {JENNIFER THOMAS}	Head of Tech & Audio-Visual { PETER OKAFOR}	CEO (Team Leader) {JOEL MOSES}	Virtual Assistant (to take notes) {ABIGAIL THELMA}
Finance Manager {EMMANUEL GREGORY}	Head Of Operations {SARAH KUNTA}		

agenda_02/10/2025 Tools Extensions Help

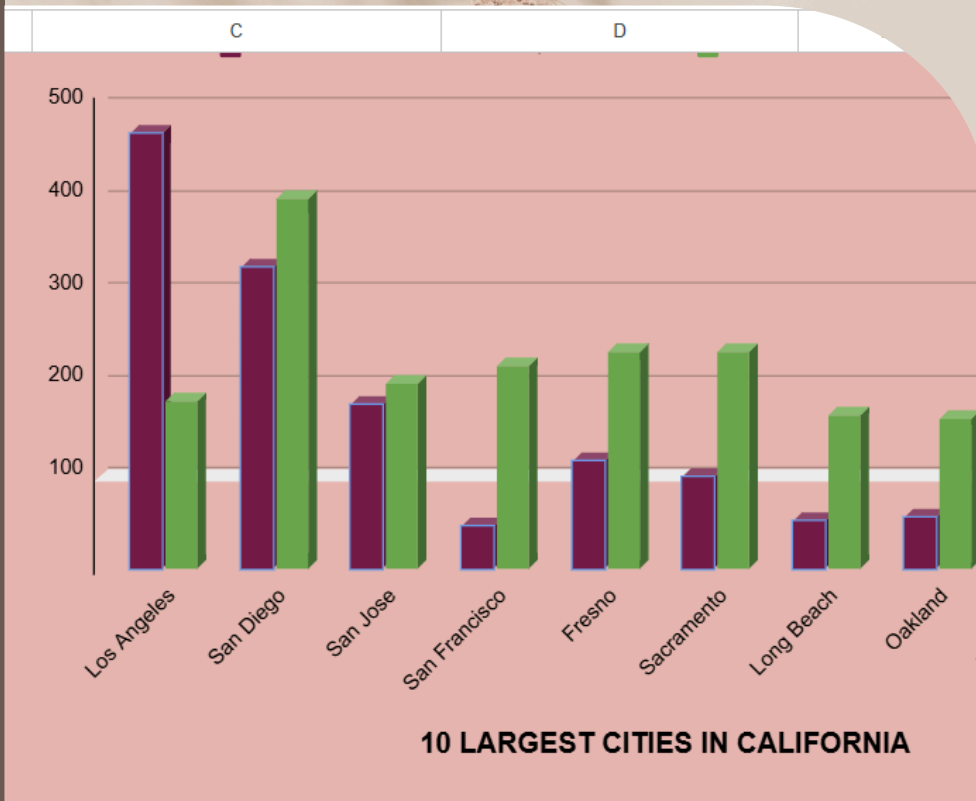
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AGENDA ITEMS

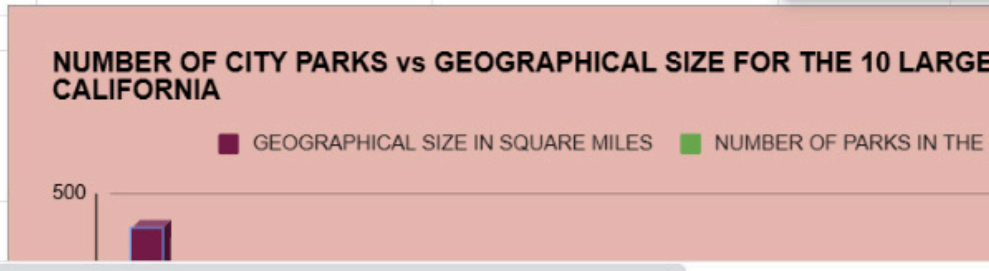
Call to Order	Opening Remarks	CEO/Team Leader{Joel Moses}	02
Update on Action Items From Previous Meeting	Discussion of any updates on tasks assigned in previous meeting	All Attendees	10
Update by each attendee {Each participant presents their action plan for the area they are heading}	Update on acquiring of recording and visual equipments for upcoming event	Head of Tech & Audio-Visual {Peter Okafor}	05:
	Discussion of budget for purchase of food items and discussion of the curation of the menu for the event	Head of Catering {Jennifer Thomas}	05:
	Update on expenditure so far, funds allocation and budget reassessment towards the upcoming event	Finance Manager {Emmanuel Gregory}	05:
	Implementation of new strategies to improve operational efficiency and effectiveness of the day-to-day running of the company and the upcoming fund raising event	Head of Operations {Sarah Kunta}	05:

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RESEARCH & DATA ENTRY



	C	D	E
SIZE IN	NUMBER OF PARKS IN THE CITY	POPULATION AS OF 2024	
470.5	181	3,820,914	
326.1	400	1,387,378	
177.9	200	969,655	
46.7	220	808,988	
115.8	235	545,716	
98.6	235	526,384	
50.7	166	449,468	
56	162	436,504	
150.3	65	413,381	
50.3	60	340,512	



CONTACT ME

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CONTACT: +234-(814)-(032)-(4486)

LINKEDIN PROFILE:

<http://linkedin.com/in/abigailojore>

THANK YOU

I cannot wait to hear from you and I look forward to collaborating with you and achieving greater heights together!