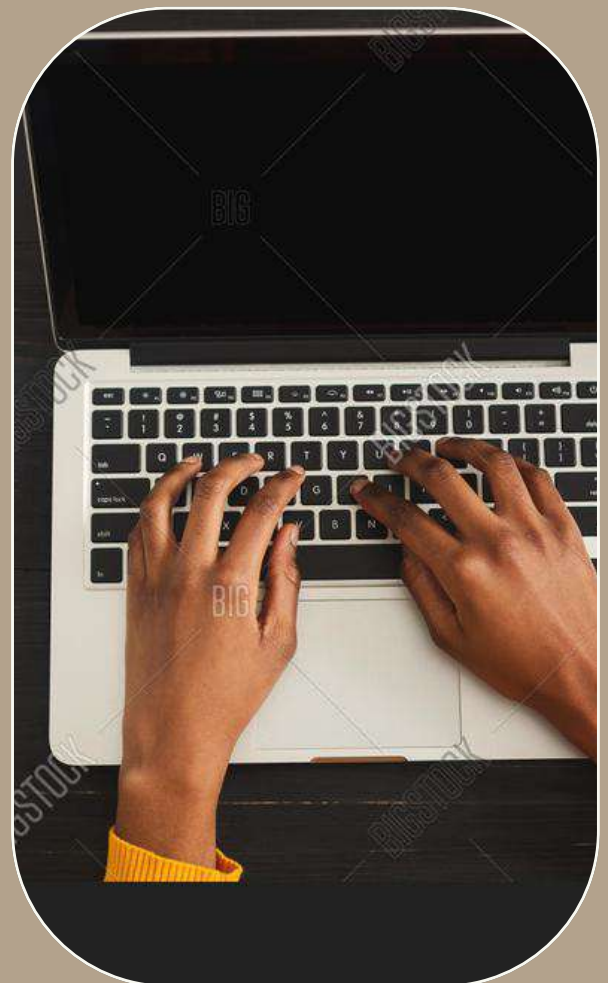


# VIRTUAL ASSISTANCE BY MARY

Welcome to my VA portfolio!  
With a passion for efficiency  
and a commitment to  
excellence, I offer top-notch  
virtual assistance services  
tailored to meet your specific  
needs.

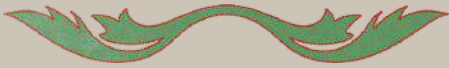




# ABOUT ME

Greetings! I'm Mary Atieno, a dedicated and detail-oriented Virtual Assistant committed to providing tailored solutions to elevate your business.

With a passion for organization and a keen eye for efficiency, I offer a range of virtual support services designed to streamline operations and drive productivity. Through effective communication and a customer-centric approach, I aim to become an indispensable asset in your journey towards achieving your business goals. Let's collaborate and bring your visions to life seamlessly. With over two years of experience as a Virtual Assistant, I bring a diverse skill set and a proven track record of providing exceptional administrative support. Proficient in task management, calendar organization, and effective communication, I am well-equipped to handle various business operations seamlessly. My expertise in client coordination, project planning, and digital communication platforms allows me to deliver top-notch virtual assistance services tailored to your specific needs. Let me take the administrative burden off your shoulders, allowing you to focus on what you do best.



# MY SERVICES

## ADMINISTRATIVE SUPPORT



## EMAIL MANAGEMENT

## ADMINISTRATIVE SUPPORT

**DATA ENTRY**

**SOCIAL MEDIA MANAGEMENT**

**WEB DEVELOPMENT**



**PERSONAL ASSISTANT TASKS**

**PROJECT MANAGEMENT**

**CUSTOMER SUPPORT**

# TESTIMONIALS

## Yvette Brenda

Working with VA Mary as my Virtual Assistant has been an absolute game-changer for my business. Her proactive approach, attention to detail, and exceptional organizational skills have not only lightened my workload but also improved the efficiency of my operations. I'm grateful for their dedication and professionalism, and I look forward to continuing this successful collaboration.



That's fantastic to hear. Providing exceptional service is at the core of what I do, and it's incredibly rewarding to know that I could meet your expectations. Is there anything else I can assist you with in the future?

2:52 PM

Not at the moment, but I'll definitely be reaching out to you for any assistance I may need. Thank you once again for your professionalism and expertise!

2:52 PM ✓✓

You're very welcome! I look forward to helping you out whenever you need. Thank you for choosing my services, and please don't hesitate to contact me if you have any further questions or concerns. Have a great day!

2:53 PM

# TOOLS LIST



Notion



Google Workspace





# THANK YOU

Thank you for visiting my portfolio. I look forward to the opportunity to work with you. Get in touch, and let's embark on this journey of growth and efficiency together.

EMAIL: [maryforbusiness2@gmail.com](mailto:maryforbusiness2@gmail.com)