

# 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 Benedict Virtual 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