

Nelly Veronica Salamba | Executive Virtual Assistant

Empowering Your Business with Reliable and Professional Support

About Me

As an Executive Virtual Assistant, I provide high-level administrative and operational support to executives, entrepreneurs, and professionals. My goal is to help you streamline workflows, manage essential tasks, and create efficiency in your daily operations. With a keen eye for detail, strong organizational skills, and a proactive approach, I ensure that your business runs smoothly while you focus on strategic priorities.

Services Offered

Administrative Support

- Email management (organizing inboxes, responding to inquiries, and prioritizing messages).
- Calendar management (scheduling meetings, appointments, and reminders).
- Document preparation (formatting, proofreading, editing, and presentations).
- Data entry, database management, and record keeping.
- Travel coordination (booking flights, accommodations, and itinerary planning).

Customer Support

- Responding professionally to customer inquiries via email or chat.
- Resolving basic issues and providing follow-up for customer satisfaction.
- Managing customer relationships and support requests.

Social Media Assistance

- Scheduling posts using social media management tools.
- Monitoring engagement, responding to messages, and fostering audience interaction.
- Researching content ideas and drafting captions.
- Light graphic design using Canva for social media posts and presentations.

Research & Reporting

- Conducting market research and competitive analysis.
- Gathering data and insights for reports or presentations.
- Summarizing key information for executive decision-making.

Project Coordination

- Assisting in project planning, tracking deadlines, and ensuring smooth execution.
- Coordinating communication between teams and stakeholders.
- Managing task delegation and follow-ups.

Event Planning & Personal Assistance

- Organizing virtual and in-person events, from scheduling to logistics.
- Managing executive to-do lists, setting reminders, and handling errands.
- Online shopping, reservations, and personal task management.

Pricing

\$20 per hour – Competitive, flexible rates for professional and personalized service.

Let's Work Together!

I am committed to providing reliable, detail-oriented, and professional support that meets your specific business needs. Whether you require daily administrative assistance or project-based support, I am here to help you stay organized and focused. Let's connect to discuss how I can enhance your productivity and efficiency.

Contact Me:

- **Email:** nellysalamba0@gmail.com
- **LinkedIn:** <https://www.linkedin.com/in/nellysalamba/>
- **Availability:** Flexible to accommodate your schedule.

Thank you for considering me as your Executive Virtual Assistant! I look forward to working with you.