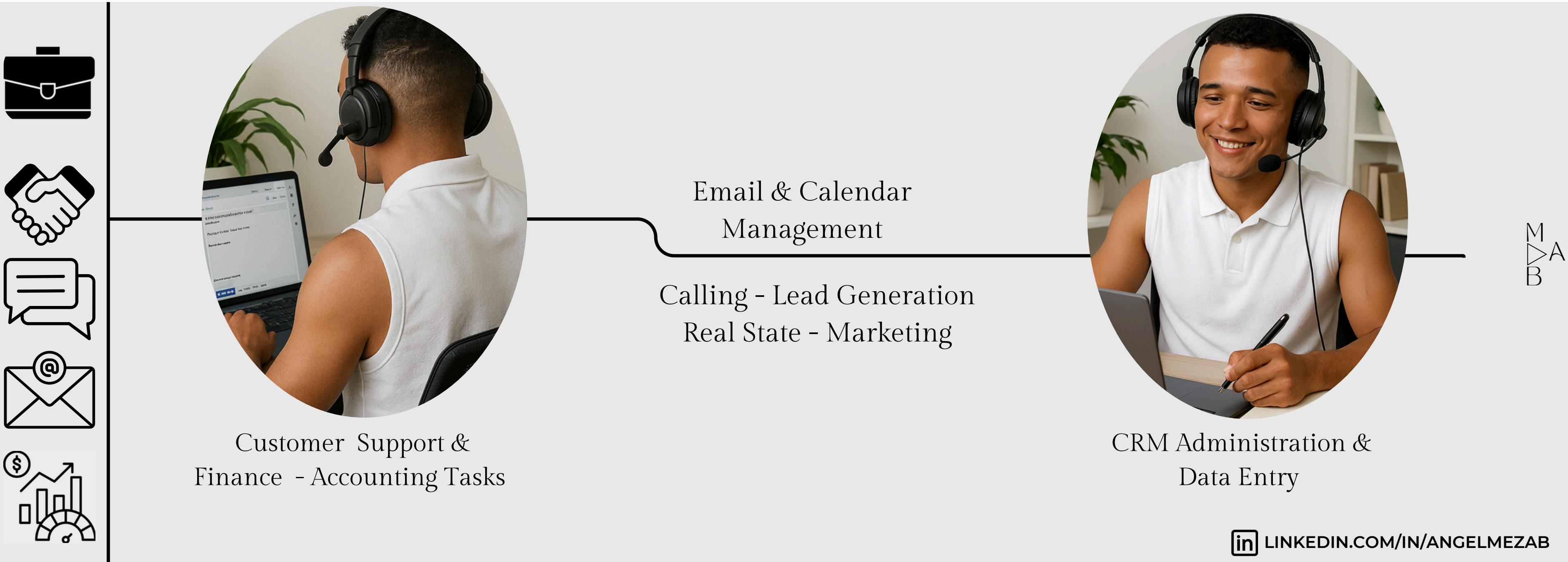


# PORTFOLIO

## VIRTUAL & EXECUTIVE ASSISTANT



# ABOUT ME



Hello!

I'm Ángel Meza, a bilingual virtual assistant with 5+ years of experience supporting executives, teams, and businesses in staying organized and efficient. I specialize in admin support, bookkeeping, and client communication — in both English and Spanish.

Reliable, detail-oriented, and ready to help you simplify your workflow.

## CONTACT ME



(+57 317 - 4624 - 541)



CARTAGENA DE INDIAS - COLOMBIA



MEZA2@OUTLOOK.ES



LINKEDIN.COM/IN/ANGELMEZAB

# PLANS

## VIRTUAL & EXECUTIVE ASSISTANT

No matter the size of your task, I'm ready to support you.

Ángel Meza

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## STANDARD – STARTER VIRTUAL ASSISTANT

- Fast turnaround. Freelance/short-term projects welcome.
- Tasks: email handling, data entry, basic admin.
- Ideal for know and test the services and basic tasks.



INFORMATION  
MANAGEMENT



CALENDAR



DATA



CRM

## BASIC – STARTER VIRTUAL ASSISTANT

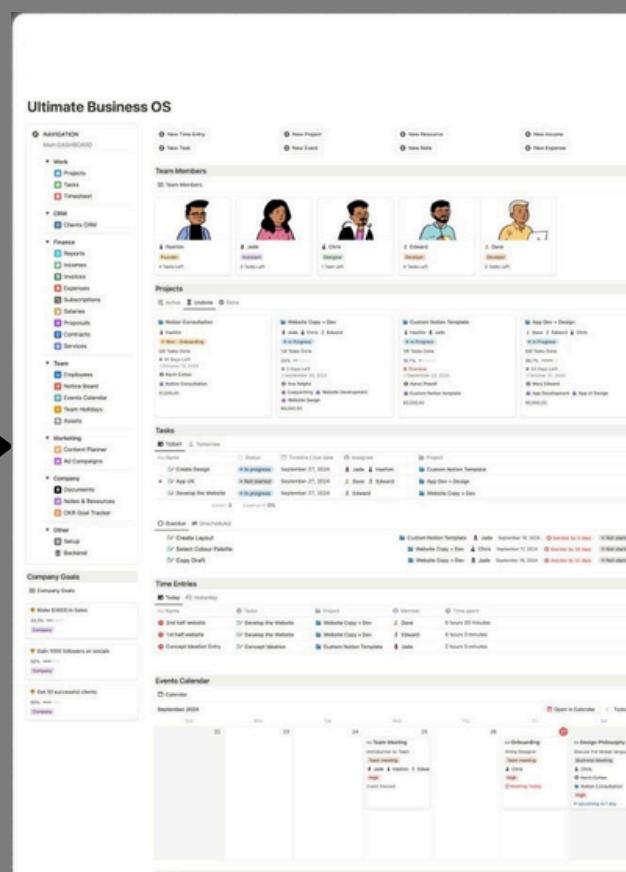
- Perfect balance between affordability and consistent support.(Part-Time)
- Tasks: CRM help, calendar coordination, document formatting.
- Ideal for growing teams and repeat tasks

## PREMIUM – STARTER VIRTUAL ASSISTANT AND EXECUTIVE.

- Reliable long-term collaboration tailored to your operations. (Full time)
- Tasks: inbox + calendar management, billing, executive coordination.
- Best for business owners, executives, or high-demand teams, C-suite.



ANALIZE  
↓  
ORGANIZE  
↓  
CATEGORIZE  
↓  
PRIORIZE  
↓  
EXECUTE  
↓  
FINISH



# SERVICES

My virtual assistant services are designed to adapt to your administrative, executive, and operational needs. From basic tasks to full support, I offer efficient solutions so you can focus on growing your business. These services are divided into three categories:

**“I visualize, organize, and prioritize. That’s what I do – this is me.”**

## BASIC – STARTER V-A & E-A.

- 1 - 5 hour per week.
- Administrative Support.
- Email task.
- Data Entry task.
- Basic assistance.

### -Price per Hour -

- \$ 7 USD per hour.

### -Delivery Time-

- 2 Days max.

### -Work & Contract Schedule-

- Freelance & subject to availability

## STANDARD – PROFESSIONAL V-A & E-A.

- 10 - 20 hour per week.
- Assistance with calendar management.
- CRM support.
- Repetitive tasks.
- Admistrative support.
- Specific Task.

### -Price per Hour -

- \$ 6.5 USD per hour ( \$65 per 10 hour)

### -Delivery Time-

- 5 Days max.

### -Work & Contract Schedule-

- Part-Time.

## PREMIUM – EXPERT V-A & E-A.

- 40 - 50 hour per week.
- Inbox management.
- CRM support & Calls, Mail.
- Billing & Payroll task (Accounting tasks)
- Admistrative support complete.
- Task coordination & office support.
- Personal Assistance (Management & travel assistance).
- Executive support and specific services.

### -Price per Hour -

- \$ 6 USD per hour ( \$240 per 40 hour)

### -Delivery Time-

- 10-15 Days max.

### -Work & Contract Schedule-

- Full -Time.

# EXECUTIVE AND VIRTUAL ASSISTANT (OFFICE SUPPORT).

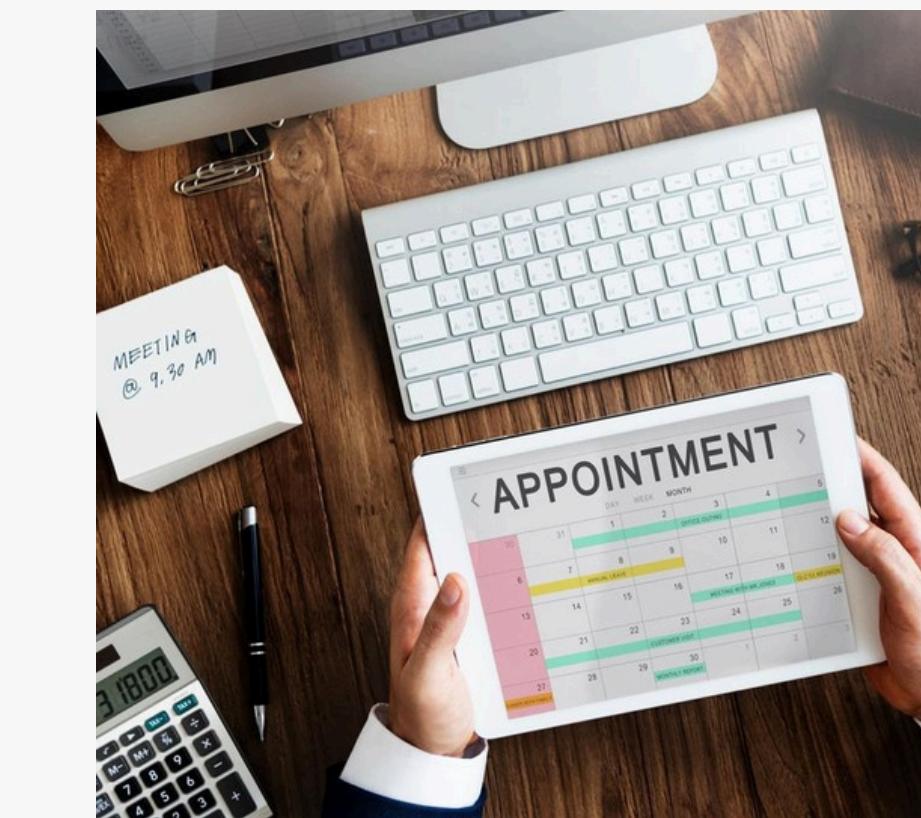
I help busy professionals and business owners stay organized, focused, and productive. As your executive and virtual assistant, I take care of the details, Thus you can concentrate on the big picture. From daily admin to high-level support, I tailor my service to your workflow and goals.

**PROJECT SUPPORT AND RESEARCH TASKS**



**CRM AND CLIENT DATABASE.**

**FILE ORGANIZATION AND DOCUMENTATION**



**MEETING SCHEDULING, FOLLOW-UPS, AND REMINDERS**



**PLANNING ITINERARY AND COORDINATION OF TASK**

**INBOX AND CALENDAR MANAGEMENT**

I provide reliable and detail-oriented support for your financial and accounting operations. Whether you're a freelancer, small business, or growing company, I help ensure your financial data is organized, accurate, and actionable. Thus you can focus on decision-making, not paperwork.

# FINANCE & ACCOUNTING SERVICES.

## BOOKKEEPING & RECONCILIATION BANK.



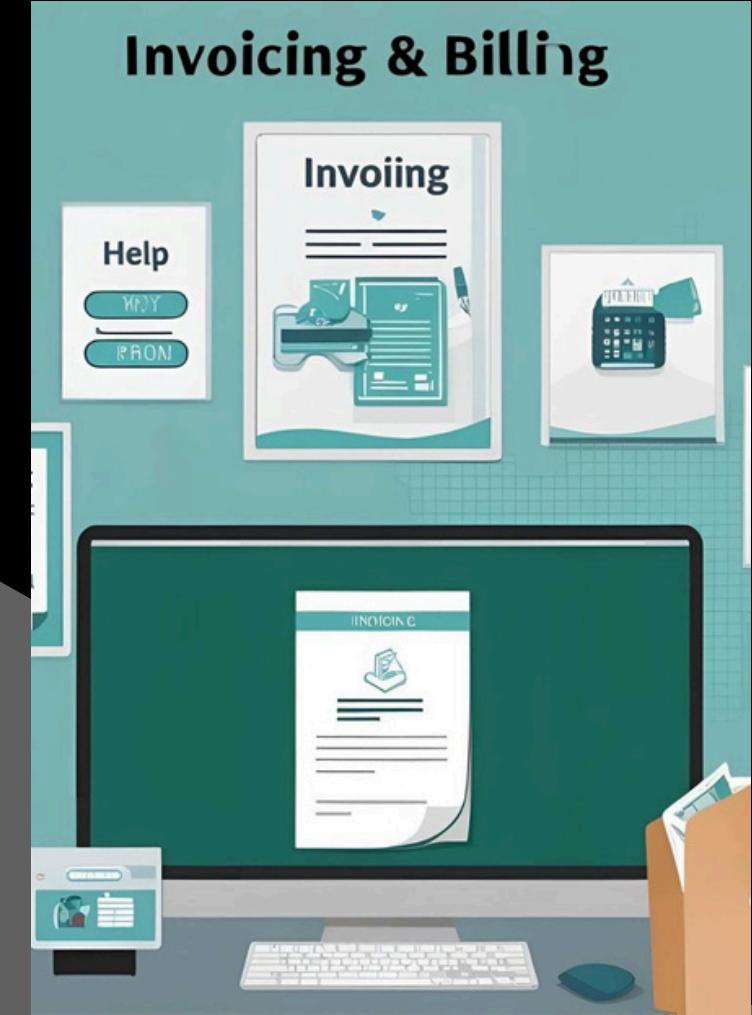
ORGANIZING RECEIPTS AND FINANCIAL DOCUMENTATION

## FINANCIAL REPORTING (WEEKLY/MONTHLY SUMMARIES)

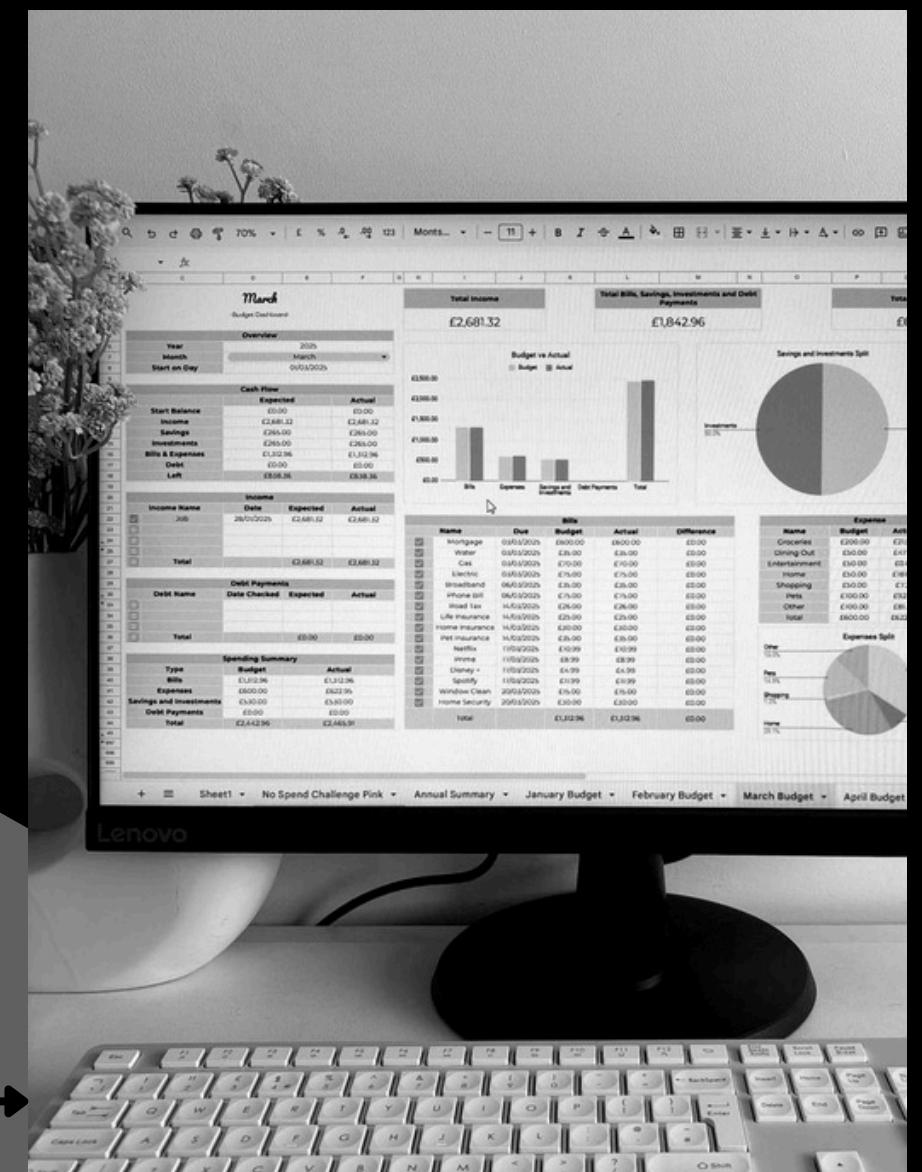


INVOICING AND PAYMENT FOLLOW-UP

## PAYROLL AND BILLING ASSISTANCE



DATA ENTRY FOR ACCOUNTING

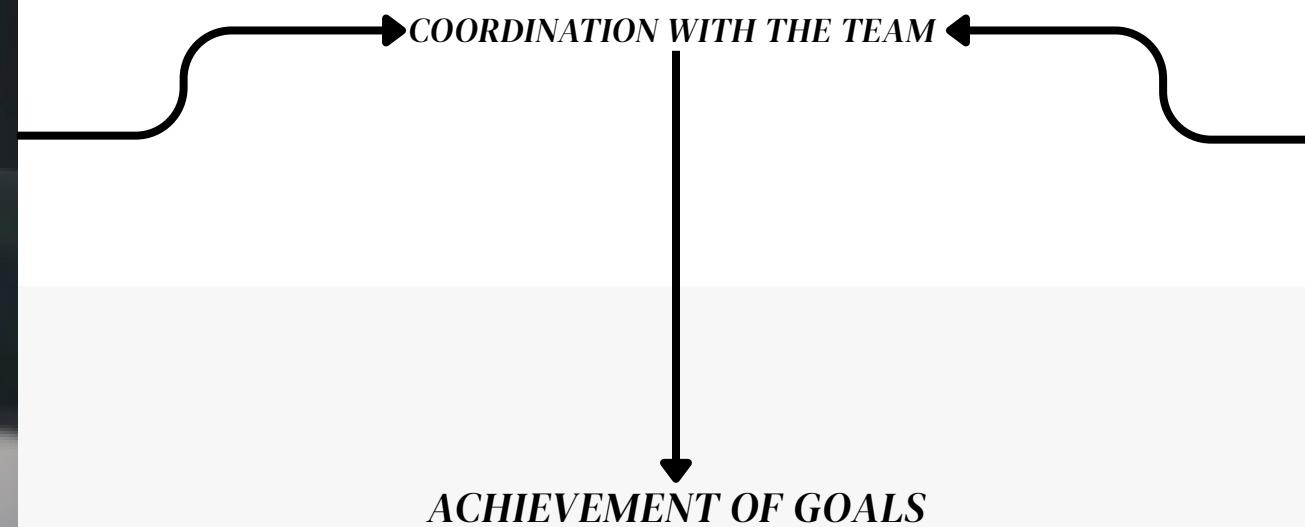
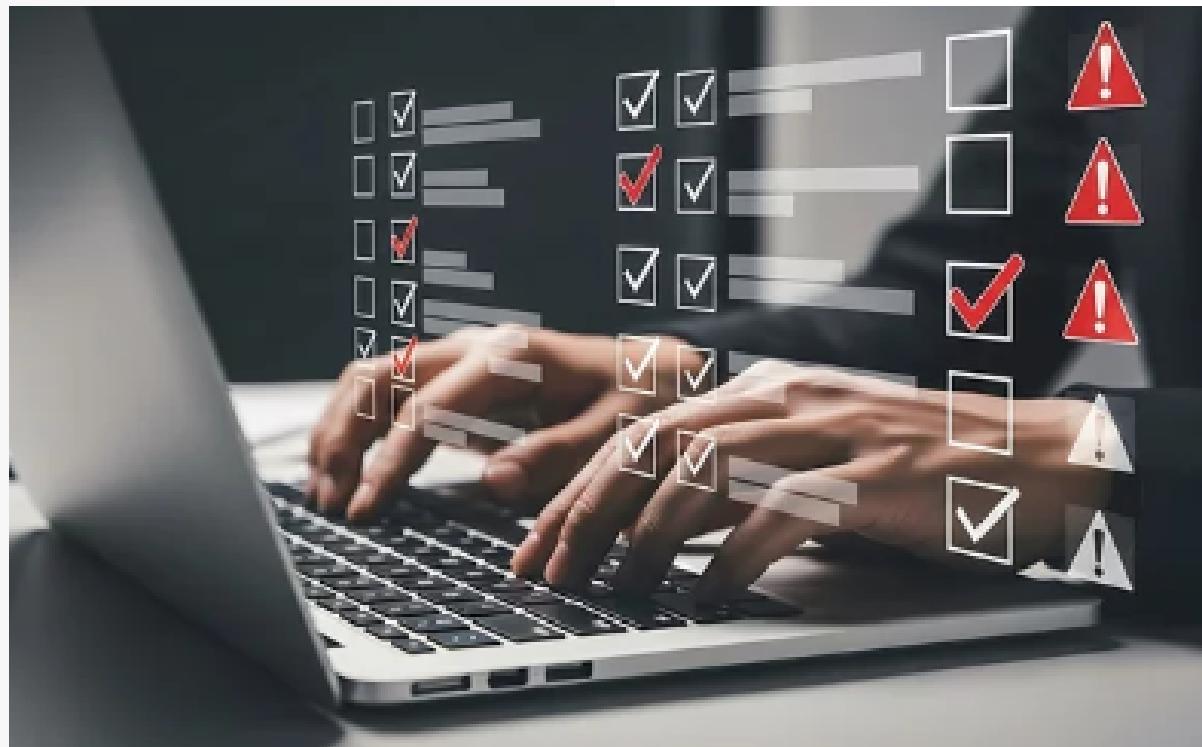


BUDGET PLANNING & COST ANALYSIS

# PROJECT MANAGEMENT & ORGANIZATION

Efficient, structured, and results-oriented. I'll help you plan, prioritize, and track every phase of your project / ensuring nothing falls through the cracks. From coordinating timelines to managing deliverables and team communication, I bring order to complexity so your goals stay on track.

## FOLLOW-UP OF PROJECT PHASES.



## TASK PLANNING AND SCHEDULES



## TRACKING OF MILESTONES AND DELIVERABLES



## POTENTIAL IMPACTS OF THE PROJECT.

# CUSTOMER SERVICE & CLIENT RELATIONS.

Delivering clear, friendly, and professional communication across channels like email, WhatsApp Business, and CRM platforms. I ensure your clients feel supported, informed, and valued — while keeping your operations organized and responsive.

**PERSONALIZED CUSTOMER SERVICE AND CALLS.**



**CUSTOMER MANAGEMENT AND FOLLOW-UP.**



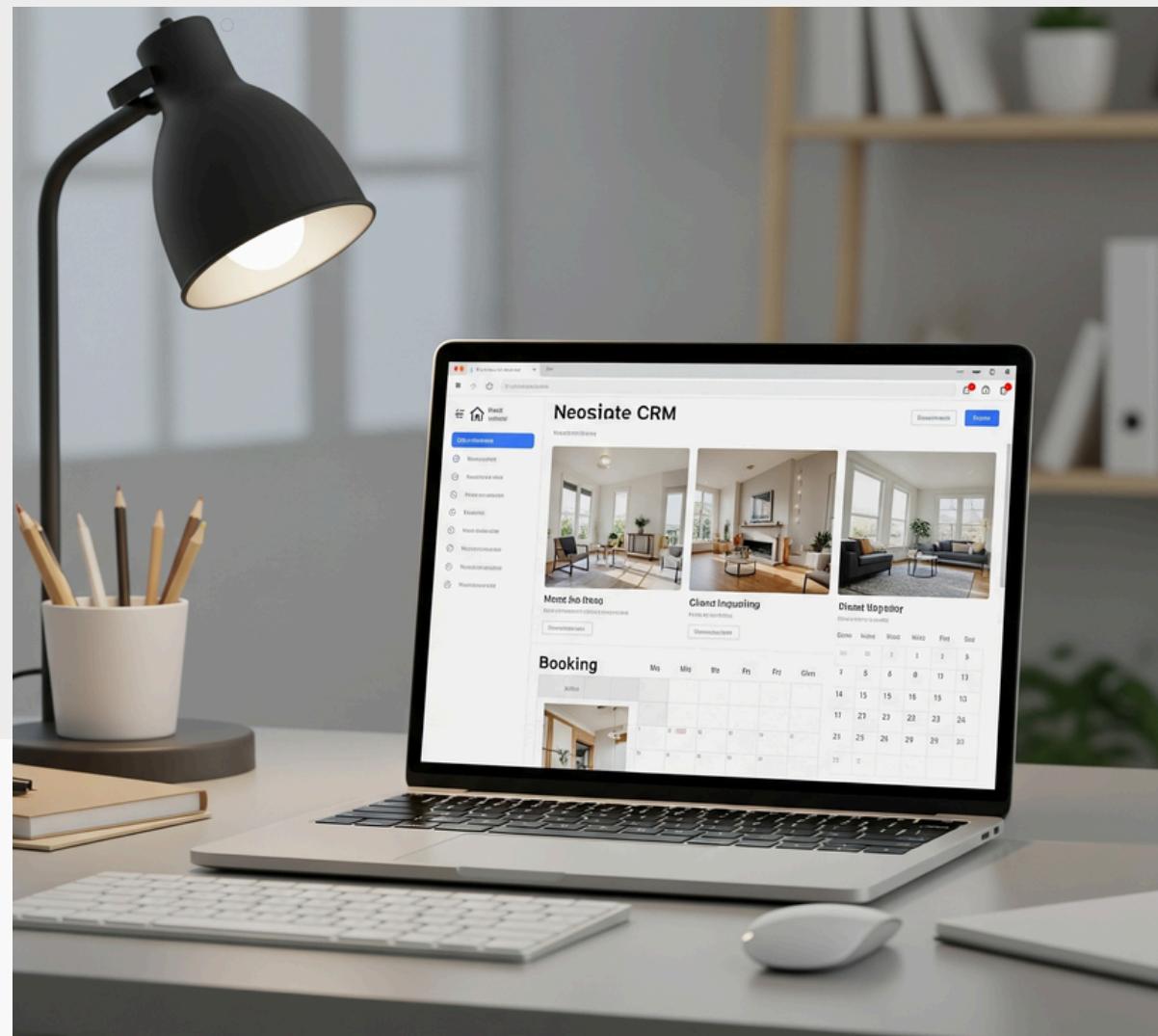
**ATTENTION VIA EMAIL, WHATSAPP BUSINESS OR CRM.**

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# REAL ESTATE & PROPERTY SUPPORT.

provide structured and reliable assistance for real estate operations, from organizing property documents and reviewing basic contracts to coordinating with buyers or tenants.

**PROPERTY DOCUMENT MANAGEMENT**



**VISUAL, LEGAL AND ACCOUNTING SUPPORT**



**CLIENT & TENANT COORDINATION**



# LEAD GENERATION

I research, qualify, and organize potential clients using CRM tools to keep your sales pipeline active and accurate.

## *IDENTIFY AND QUALIFY LEADS*



## *ORGANIZE AND MANAGE PROSPECTS*



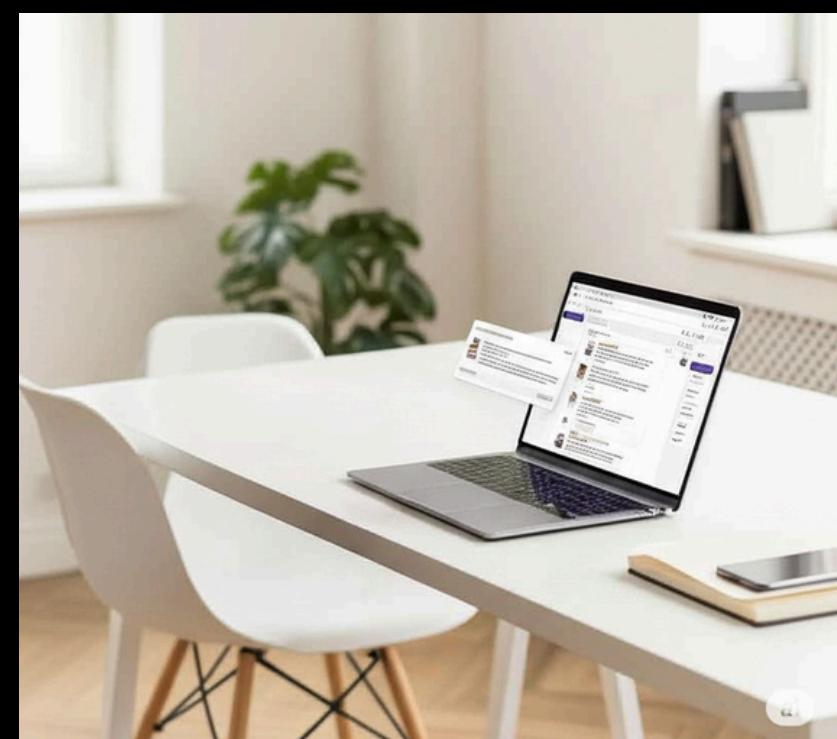
## *INITIATE CONTACT (PERSONALIZED)*



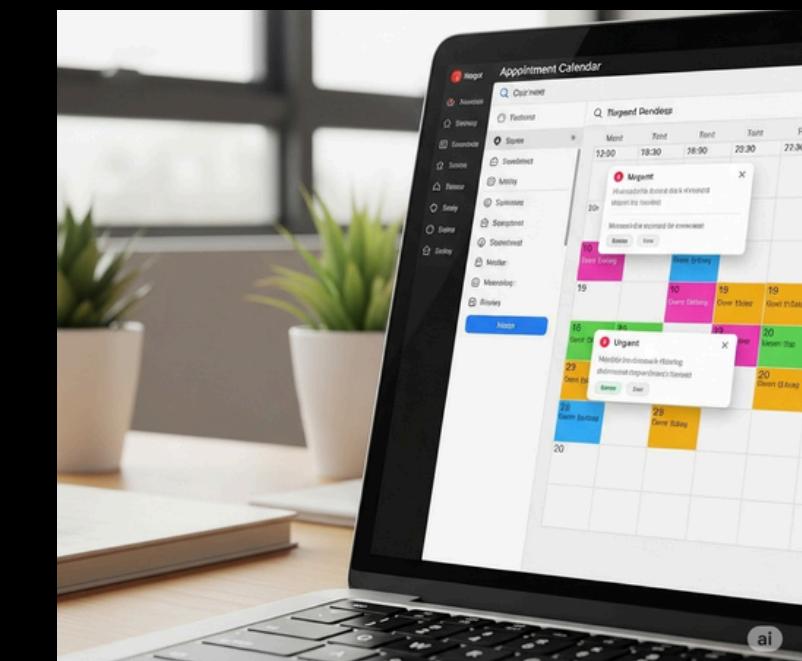
# APPOINTMENT SETTING

I schedule calls and meetings with prospects, ensuring timely follow-ups and seamless coordination between you and your leads.

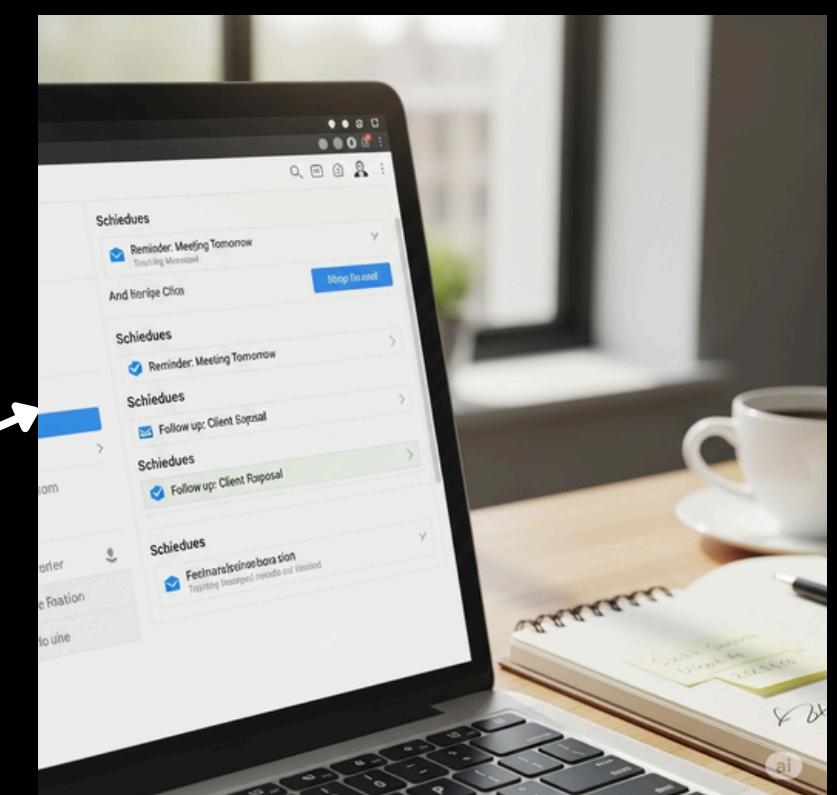
## *REACH OUT TO QUALIFIED LEADS*



## *COORDINATE AVAILABILITY AND CONFIRM MEETINGS*



## *SEND REMINDERS AND FOLLOW-UPS*



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# OTHER SERVICE.

## CONTENT CREATION & AUDIOVISUAL SUPPORT.

Create visual and multimedia content that communicates clearly and professionally. From basic video editing to branded presentations, I support your content strategy with organized, polished materials tailored to your audience.

- EDIT VIDEOS.
- EDIT OF PODCAST
- EDIT OF PHOTOS.
- FORMAT IMAGES AND VIDEOS FOR MULTIPLE PLATFORMS
- TRANSCRIPTION & SUBTITLING (INTERPRETER)
- MOTION DESING.
- PHOTOGRAPHY
- VIDEOGRAPHY.

-NOTE: THESE AFOREMENTIONED SERVICES ARE TOGETHER A ROLE THAT DEVELOPS BASED ON OTHER NEEDS AND ANOTHER PORTFOLIO THAT COVERS OTHER NEEDS, OPENING THE FIELD TO OTHER BRANCHES.



HOW CAN A VA- VE WORK IN THE CREATIVE SECTOR?  
WRITE ME TO FIND OUT.

M  
▷  
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B

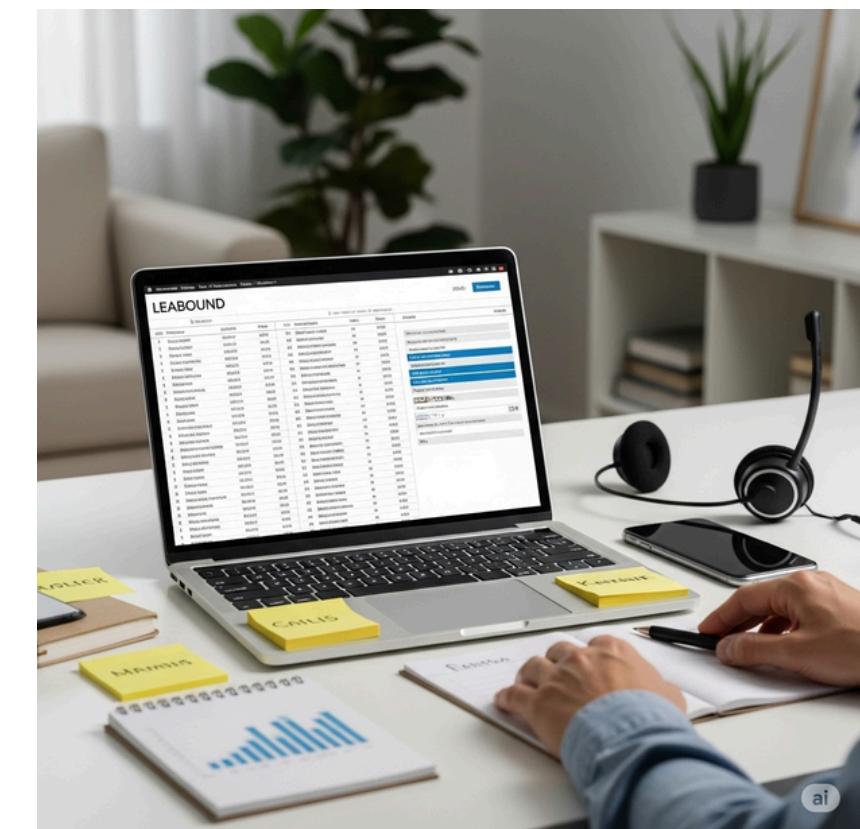
## COLD CALLING / INTERPRETING

Make structured and confident outbound calls to potential clients, introducing your service, gathering information, and generating interest — always with professionalism, clarity, and respect for the lead's time.

### CUSTOMIZED COLD CALLS TO TARGET PROSPECTS



### FOLLOW-UP NEEDS IN CRM.



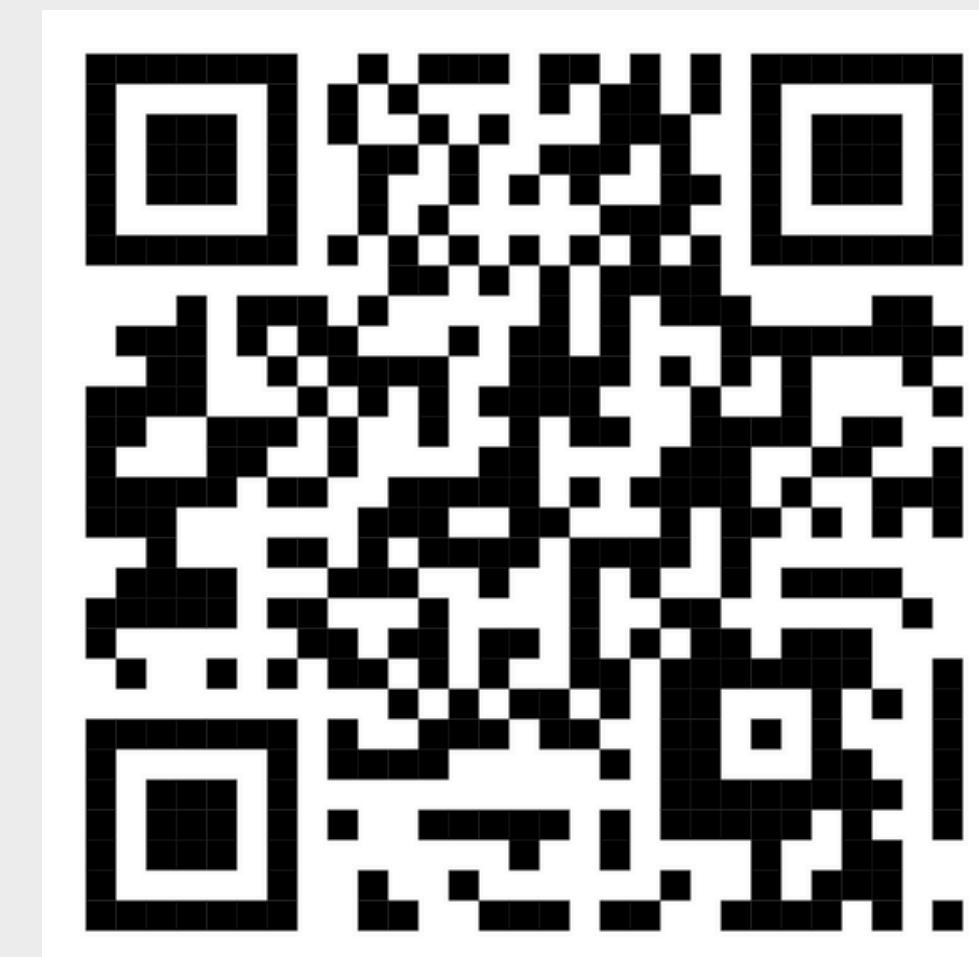
# CONTACT INFORMATION

City:  
Cartagena de Indias  
130001 Zip Code

Linked-In profile:  
<https://www.linkedin.com/in/angelmezab/>

Whatsapp Number:  
+57 317 46 24 541

Correo electrónico:  
meza2@outlook.es



LinkedIn Profile.



Whatsapp Profile.

Ángel Meza Bautista

Virtual & Executive Assistant

Let's talk