Virtual Assistant Project 4 — Data Entry & Workflow Automation

Overview: This project automates repetitive data entry tasks and integrates workflow automation tools to boost business efficiency.

Tools & Technologies:

- Google Sheets API
- Excel Macros
- Zapier
- Airtable
- Python Scripts

Workflow:

1 Data collected via forms
2 Validated and cleaned automatically
3 Inserted into Google Sheets/Airtable
4 Reports generated on schedule
5 Notifications sent to stakeholders

Expected Impact:

Reduces human errors, saves time, and ensures accurate record-keeping.