Virtual Assistant Work Samples

Sample 1: Product Data Entry Table

Entered product details into an organized spreadsheet format. Demonstrates attention to detail and knowledge of basic spreadsheet tools.

Example:

```
Product Name       | SKU     | Category   | Price
---------------------------------------------------------
Wireless Mouse      | WM-1234 | Electronics | $12.99
Bamboo Notebook     | NB-7788 | Office      | $4.50
Reusable Water Bottle | WB-9011 | Lifestyle  | $9.75
```

Sample 2: Copy-Paste Formatting Task

Transferred content from raw text to formatted layout, suitable for website CMS or product upload systems.

Before (Raw):

"A stylish eco-friendly bamboo notebook. 80 lined pages. Ideal for daily notes or journaling."

After (Formatted):

Product Name: Bamboo Notebook

Description: Eco-friendly notebook with 80 lined pages. Perfect for daily use, journaling, or school notes.

Tags: #notebook #eco #stationery

Sample 3: Basic Canva Design Description

Project Description:
Designed an eye-catching promotional banner using **Canva** for a fictional skincare brand.

Design Elements:

- **Background:** Gradient in warm peach and pink tones
- **Imagery:** High-resolution product mockup on the left side
- **Typography:** Bold, uppercase sans-serif headline – "FLASH SALE: 30% OFF"
- **Subtext:** "Limited time only. Shop now!" in a modern serif font
- **Call-to-Action Button:** White text on a vibrant coral rectangle, placed bottom-right

Purpose:
Designed for Instagram and Facebook ads to drive sales during a weekend promo.