



# **Eunice Nyokabi**

Executive Virtual Assistant



# About Me

Hi, I'm Eunice,

A dedicated and highly organized Executive Virtual Assistant with a passion for helping entrepreneurs and C-suite executives focus on their priorities by seamlessly managing their day-to-day tasks.

With a strong background in administrative support and backend business organization, I specialize in streamlining operations, improving workflows, and ensuring that the behind-the-scenes aspects of your business run like a well-oiled machine. Whether it's managing schedules, coordinating projects, or handling communications, I pride myself on providing reliable, efficient, and professional support tailored to your unique needs.

In addition to administrative tasks, I offer expertise in social media management. From crafting engaging content to strategizing campaigns and analyzing performance, I help businesses build and maintain a compelling online presence that aligns with their brand identity and goals.

At the heart of my work is a genuine passion for empowering busy professionals to achieve their vision. I thrive on taking the pressure off my clients by handling the details so they can focus on growth, innovation, and the bigger picture.

Let's collaborate to take your business to the next level by ensuring your back-office and marketing needs are in expert hands!

# Why Work with Me

Choosing the right Executive Virtual Assistant is a game-changer for your business, and here's why I'm the perfect fit for your needs:

**Tailored Support-** I understand that every business is unique, and I adapt my approach to meet your specific requirements. Whether you need efficient administrative support, backend organization, or a strong online presence through social media management, I ensure my services align seamlessly with your goals.

**Passion for Excellence-** Helping entrepreneurs and C-suite executives thrive is more than just a job to me—it's my passion. I take pride in creating systems that enhance efficiency and allowing my clients to focus on what truly matters: growth, strategy, and success.

**Dependable and Professional-** You can count on me to handle your tasks with precision and care. From managing schedules to crafting compelling content, I deliver consistent results, meeting deadlines and exceeding expectations.

**Innovative Problem-Solver-** I'm proactive in identifying challenges and offering creative solutions. My goal is to make your workday easier by streamlining processes and eliminating inefficiencies.

**Engaging Social Media Expertise-** With a keen eye for trends and data-driven insights, I help businesses build and sustain an impactful online presence. From content creation to analytics, I deliver strategies that connect with audiences and drive results.



# SERVICES

## General Admin Tasks

- Calendar and email management
- Scheduling and coordinating meetings
- Travel planning and itinerary creation
- Data entry and database management
- Document preparation, formatting, and proofreading
- File organization and cloud storage management
- Online research and report preparation
- Invoice management and expense tracking
- Customer service and client correspondence
- Personal assistance for executive tasks

## Social Media Management

- Social media account setup and optimization
- Content creation and curation (text, graphics, videos)
- Scheduling and publishing posts across platforms
- Audience engagement (responding to comments and messages)
- Developing and implementing social media strategies
- Analyzing performance metrics and creating reports
- Researching trends and hashtags for maximum visibility
- Collaborating with influencers for brand promotion
- Managing paid social media campaigns
- Crisis management and maintaining a consistent brand voice

## Project Management

- Planning and defining project scopes and goals
- Creating and managing project timelines
- Assigning tasks and ensuring team accountability
- Tracking progress and managing deliverables
- Coordinating with teams, vendors, and stakeholders
- Monitoring budgets and resource allocation
- Preparing progress reports and presentations
- Managing virtual collaboration tools (e.g., Asana, Trello, Slack)
- Conducting post-project evaluations for process improvement
- Risk identification and proactive problem-solving

# Tools I Use

General Virtual Assistant and Editing



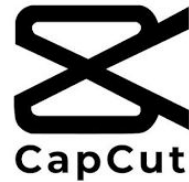
# Tools I Use

Project Management and Communication.



# Tools I Use

Social Media Management

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# Skill Set

## Administrative and Organisational Skills    Technical and Communication Skills

- Efficient calendar and email management
  - Proficient in scheduling and coordinating meetings
  - Meticulous data entry and database management
  - Strong multitasking and time management abilities
  - Exceptional attention to detail for document preparation and proofreading
  - Proficient in travel planning and itinerary creation
  - Expertise in organizing digital and physical files
  - Ability to streamline workflows and implement effective systems
  - Strong problem-solving and decision-making capabilities
  - Budget management and expense tracking
- Advanced proficiency in Google Workspace and Microsoft Office Suite
  - Skilled in using task management tools like Trello, Asana, and ClickUp
  - Experienced with social media tools (Canva, Hootsuite, Buffer, etc.)
  - Competent in video conferencing platforms like Zoom, Microsoft Teams, and Google Meet
  - Proficiency in analytics tools like Google Analytics and social media insights
  - Excellent written and verbal communication skills
  - Strong interpersonal skills for client and team interactions
  - Adept at creating engaging content for social media and other platforms
  - Efficient in troubleshooting technical issues and learning new software
  - Clear and concise reporting and presentation abilities



# EDUCATION



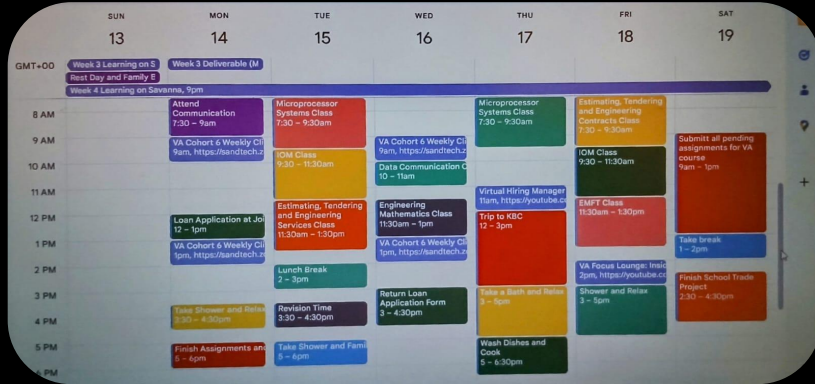
## ALX AFRICA

- Graduated with Certificate in Virtual Assistant Skills in the Digital Age

## COURSERA

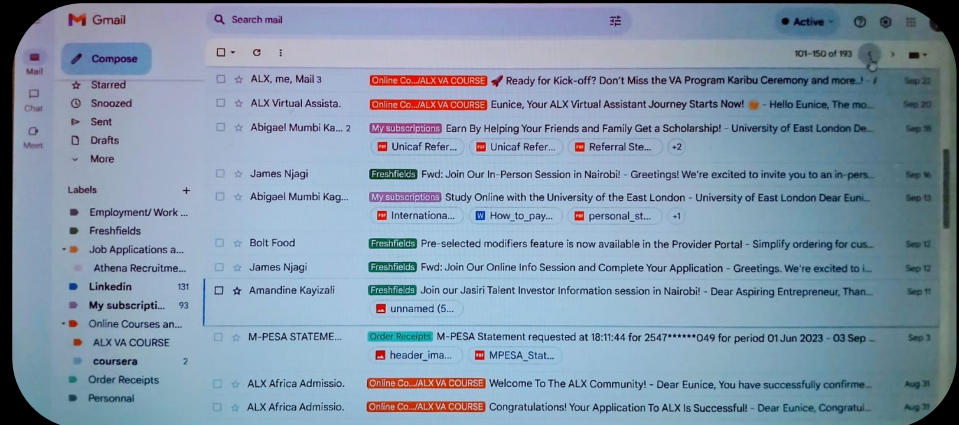
- Adobe Content Creator Specialisation

# MY WORK



## Calendar Management

## Email Management



# INTERESTS



Swimming



Travelling



Friends and Family

# LET'S WORK TOGETHER



Book A Discovery Call Today!



Contact Me



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[Eunice Nyokabi](#)