**Questions on NEBULA: Virtual Assistant**

1. Previous experience as a virtual assistant : "I have over three years of experience in virtual assistance working for various clients in different sectors like e-commerce, real estate, and digital marketing. My roles have involved handling emails, scheduling appointments, as well as handling their social media accounts. Further, I have also assisted in managing projects and tasks to handle customer service."  
   2. Which task do you like most and are best at?  
   "I would much rather manage calendars, spreadsheets, and data entry. But at the same time, I really enjoy content creation as well as social media management. For me, it's meaningful to create interesting posts and interact with the target audience."  
   3. How do you prioritize tasks when managing multiple projects?  
   "I use Trello and Google Calendar, among other tools that track deadlines and priorities. That way, I make sure to review my tasks for the week, prioritizing them between their urgency and importance so I can pay attention to which are most relevant first."  
   4. What tools or software do you have experience in that would be important to my business?  
   "I can work with tools such as Asana for project management, Slack for communication, and Canva for graphic design. Also, I am fortified with experience using Google Workspace, Microsoft Office Suite, and multiple CRM systems such as HubSpot."  
   5. Do you have any references who can be contacted directly to share about the quality of your work and your approach?  
   "Absolutely! I can bring references from three previous clients, who can testify how I deliver with hard work, reliability, and consistent quality in the output that they have had. They are all satisfied with me." How do you keep client communication effective?  
   "I think that there should be a constant flow of communication maintained by keeping each other updated regularly via emails or messaging applications. Additionally, I maintain weekly discussions to share the progress and issues so that both of us never go astray. "  
   7. How flexible is your time, and how do you plan your schedule?  
   "I'm available Monday to Friday from 9 a.m. to 5 p.m. EST, but flexible in case of urgent tasks outside the core hours. I use Google Calendar to schedule or block time for the deeper work, client meetings, etc.".  
   "Sure, I'd be glad to take a paid test assignment. It's a very good opportunity to check both of us and see whether my competence corresponds to your needs."  
   9. How do you handle confidential information, and how do you ensure the security of data?  
   "I do respect confidentiality. I use secure cloud storage solutions like Google Drive, with proper access controls, and I'm familiar with best practices on data encryption and password management. Also, I sign NDAs if required."

