



# PORTFOLIO

## Yunia Achieng Nyobunga

### Administrative Virtual Assistant

# WELCOME

Are you ready to revolutionize your business support? As a seasoned Virtual Administrative Assistant specializing in a myriad of tasks, I bring a unique blend of skills tailored to elevate your operations. Am Your go to pro for seamless productivity.

Let us dive into a world of seamless productivity, optimized workflows and enhanced efficiency with my proactive approach. Let's trim the administrative hassle and focus on strategic growth. Embrace the power of seamless communication, top-notch organization, and unwavering attention to detail.

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# ABOUT ME

## **YUNIA ACHIENG NYOBUNGA**

Resourceful and proactive Virtual Administrative Assistant with a solid track record of optimizing administrative processes and enhancing team productivity in dynamic environments. Leveraging advanced skills in calendar management, data organization, and task coordination, I have successfully improved operational efficiency and client satisfaction across various roles. Adept at utilizing productivity tools like Trello and Asana, I am committed to delivering exceptional support to CEO's and businesses, streamlining work flows, and ensuring seamless virtual operation.



# WHAT I OFFER

**Virtual Assistance:** Efficient management of administrative tasks, including email management, scheduling, data entry, and customer support.

- **Bookkeeping:** Accurate financial record-keeping, expense tracking, invoicing, and preparation of financial reports.

- **Office Organization:** Implementation of effective organizational systems to ensure smooth and seamless office operations.

- **Adaptability:** Proven ability to quickly learn new tools and systems, ensuring that I meet the unique needs of each client.

# WHY CHOOSE ME

**Expertise:** 10+ years of hands-on experience as an administrative professional, with a track record of improving office efficiency and financial accuracy.

- **Reliability:** A dependable partner committed to meeting deadlines and delivering high-quality work.

- **Personalized Service:** Tailored solutions designed to fit the specific requirements of entrepreneurs and small businesses.

- **Attention to Detail:** Meticulous attention to detail ensures that every task is handled with precision and care.

# VISION

I envision a world where every professional, irrespective of their location, experiences the transformative impact of virtual assistance. I aspire to be the go-to partner for businesses seeking personalized, tech-savvy administrative solutions, contributing to their sustained growth and success.

# MISSION

Empowering professionals globally through seamless virtual support, as an administrative professional am dedicated to simplifying administrative complexities. My mission is to enhance efficiency, foster innovation, and enable our clients to focus on their core strengths while I handle the rest.

# PERSONAL SKILLS

## **Administrative Support:**

Calendar Management, Email Management, Document Preparation, Meeting Scheduling, Travel Planning

## **Data Management:**

Spreadsheet Management, Documentation, Recordkeeping, Research, Expense Tracking

## **Project Management:**

Project Planning, CRM Management, Workflow Optimization, Task Coordination

## **Productivity Tools:**

MS Office (Word, Excel, PowerPoint), G Suite (Docs, Sheets, Slides), Trello, Asana, Slack, Zoom

## **Technical Proficiency:**

Database Management, File Management Systems, Digital File Organization, Report Generation

## **Communication Tools:**

Email Platforms (Outlook, Gmail), VoIP Systems, Virtual Meeting Platforms (Zoom, Google Meet, Teams)

## **Communication:**

Clear Communication, Professionalism, Confidentiality, Organizational Skills: Multitasking, Attention to Detail, Adaptability

**Ethic:** Self-Motivated, Fast Learner, Strong Decision-Making

# EDUCATION BACKGROUND

- AI Career Essentials  
ALX  
August 2024 – September 2024
- Virtual Assistant,  
ALX  
July – September 2024
- Human Resources Management,  
CORAT Africa  
October 2012 – November 2012
- Capacity Building Training for Development Workers on Gender in Development,  
Non-Violence Peace Force  
June-July 2012
- Project Cycle Management,  
Uganda Institute of Management  
August-September 2012
- Diploma in Administration and Management  
Institute of Accountants and Commerce  
August 2003 – May 2005

# WORK EXPERIENCE

Hebrew Learning for East Africa  
April 2024 – August 2024

**VIRTUAL ASSISTANT**

Central Equatoria Internal Province of South Sudan, June  
2022 – February 2024

**VIRTUAL ASSISTANT/PERSONAL ASSISTANT**

Brad Consult  
October 2019 – March 2022

**ADMINISTRATIVE ASSISTANT**

Good Shepherd Foundation/The Christian Times South  
Sudan, June 2018 – August 2019

**RESEARCH CONSULTANT**

Episcopal Church of South Sudan  
January 2013 – April 2018

**PERSONAL ASSISTANT**

Sudan Evangelical Mission  
January 2011 – November 2012

**ADMINISTRATIVE/PROJECT SUPPORT OFFICER**

Mundri Relief and Development Association  
November 2005 – December 2009

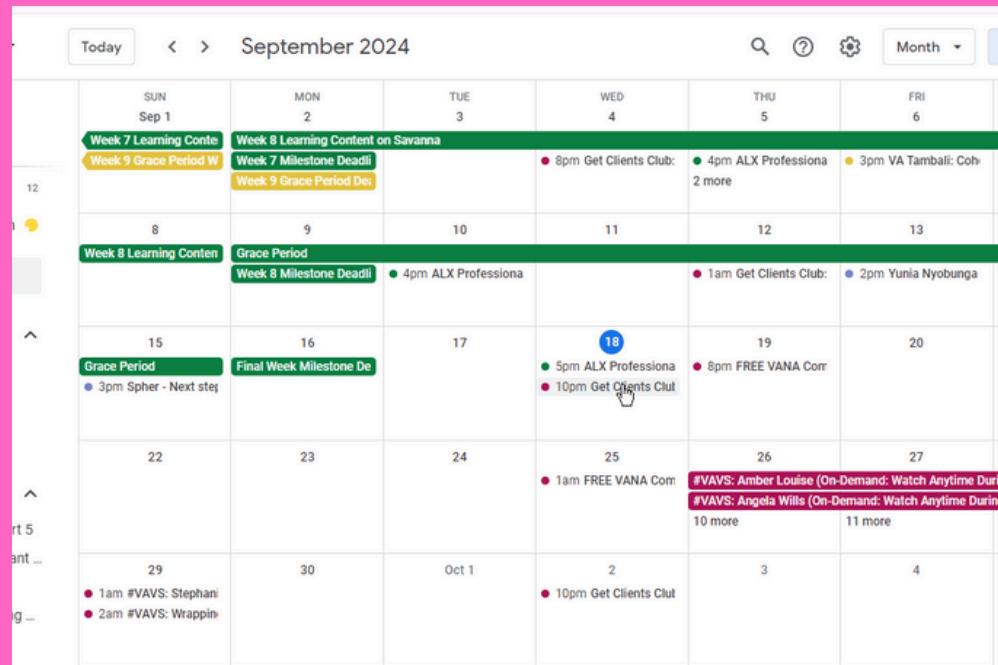
**ADMINISTRATIVE ASSISTANT/RECEPTIONIST**

# PROJECT PORTFOLIO

## TRAVEL MANAGEMENT

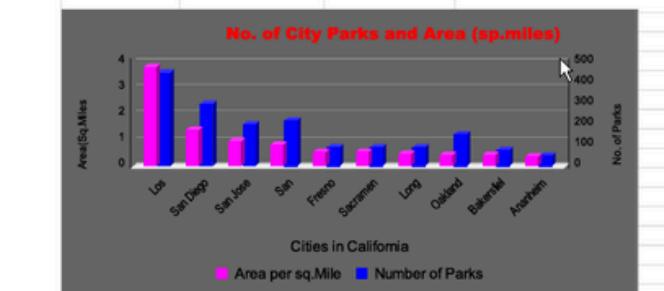
	ARRIVAL	JKIA(Jomo Kenyatta International Airport)
	ACCOMODATION	The Heron Portico
<b>DAY 1</b>		
TIME	PLACE	ACTIVITY
9:00 AM	JKIA(Jomo Kenyatta International Airport)	Pick-UP
10:00 AM	Check-in at The Heron Portico	Freshen up
11:00 AM	Aga Khan Hospital	Meeting at Aga Khan Hospital
1:00 PM	Java House or Artcaffé	Lunch break at a nearby restaurant
2:30 PM	Aga Khan Hospital	Continue with meetings
5:00 PM	Return to the hotel	rest and relaxation
7:00 PM	The Heron Portico/Alchemist	Dinner at a nearby restaurant or in the Hotel
<b>DAY 2</b>		
TIME	PLACE	ACTIVITY
9:00 AM	The Heron Portico/Artcaffé	Breakfast at the hotel
10:00 AM	Kenyatta National Hospital	Meeting at Kenyatta National Hospital
1:00 PM	Taidy's Tavern UpperHill/CJs	Lunch break at a nearby restaurant
2:30 PM	Kenyatta National Hospital	Continue with meetings
5:00 PM	The Heron Portico	Return to the hotel for rest and relaxation
7:00 PM	The Camivore or The Tamarind	Dinner at a nearby restaurant
<b>DAY 3</b>		
TIME	PLACE	ACTIVITY
9:00 AM	The Heron Portico/Java/Artcaffé	Breakfast
10:00 AM	AAR HOSPITAL	Meeting with officials and staff
1:00 PM	The Westlands Mall or The Galleria	Lunch break at a nearby restaurant
2:30 PM	AAR Hospital	Continue with meetings
5:00 PM	The Heron Portico	Return to the hotel for rest and relaxation/go for short walk
7:00 PM	The Talisman/The Bistro/Radisson Blue UpperHill	Farewell dinner at a nearby restaurant
9:00 PM	The Heron Portico	Pick-up to JKIA

## CALENDAR MANAGEMENT



## RESEARCH/DATA ENTRY

City	Number of Parks	Area (sq.miles)	Population as of Last year
Los Angeles	450	503 mi <sup>2</sup>	3,820,914
San Diego	300	372 mi <sup>2</sup>	1,388,320
San Jose	200	108 mi <sup>2</sup>	969,655
San Francisco	220	47 mi <sup>2</sup>	808,988
Fresno	90	115 mi <sup>2</sup>	545,716
Sacramento	90	100 mi <sup>2</sup>	526,384
Long Beach	90	50 mi <sup>2</sup>	449,468
Oakland	150	56 mi <sup>2</sup>	436,504
Bakersfield	75	151 mi <sup>2</sup>	413,381
Anaheim	50	50 mi <sup>2</sup>	340,512



Source: [https://en.wikipedia.org/wiki/List\\_of\\_largest\\_cities\\_in\\_California\\_by\\_population](https://en.wikipedia.org/wiki/List_of_largest_cities_in_California_by_population)

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Family Vacation		PREPARED FOR USMAN				
Start - Location	Depart - Time	Airline	Confirm #	Flight #	Arrival - Location	Arrival - Time
New F. Kennedy Airport (JFK)	6:30 AM	United Airline	B2JNWE	UA 1149	San Francisco International Airport (SFO)	9:30 AM
o International Airport	2:30 PM	United Airline	T64BWP	UA375	New York John F. Kennedy International Airport (JFK)	11:13 PM
Company	Type of Transport	Meet Up Point	Confirm #	Pick-Up Time	Return Date	Return Time
Rental	Rental	San Francisco International Airport (SFO)	16503446000	10:45 AM	09/12/2024	17:00PM
Rental	Rental	Hayes Valley Inn	16503446000	03:00	13/9/2024	16:00PM
Name	Street	City	Confirm #	Room	Check-In Time	Check-Out Time
Inn	417 Gough St, San Francisco, CA 94102, USA	San Francisco	42000048876	15	10:30 AM	N/A
Inn	417 Gough St, San Francisco, CA 94102, USA	San Francisco	42000048876	15	12:00 PM	16:45 PM
Venue	Street	City	Contact Person	Topic	Start Time	End Time
atre	1192 Market Street 8th Street	San Francisco, CA	N/A	Theatre	4:00 PM	8:30 PM
Burns State Park	52801 California State Route 1, Big Sur	San Francisco, CA	San Francisco Tour Agency	Coastal Tour	10:30 AM	4:00 PM
Sausalito Half-Day To Muir Woods & Sausalito Half-Day Tour	San Francisco, CA	San Francisco Tour Agency	Tour		9:00 AM	2:00 PM

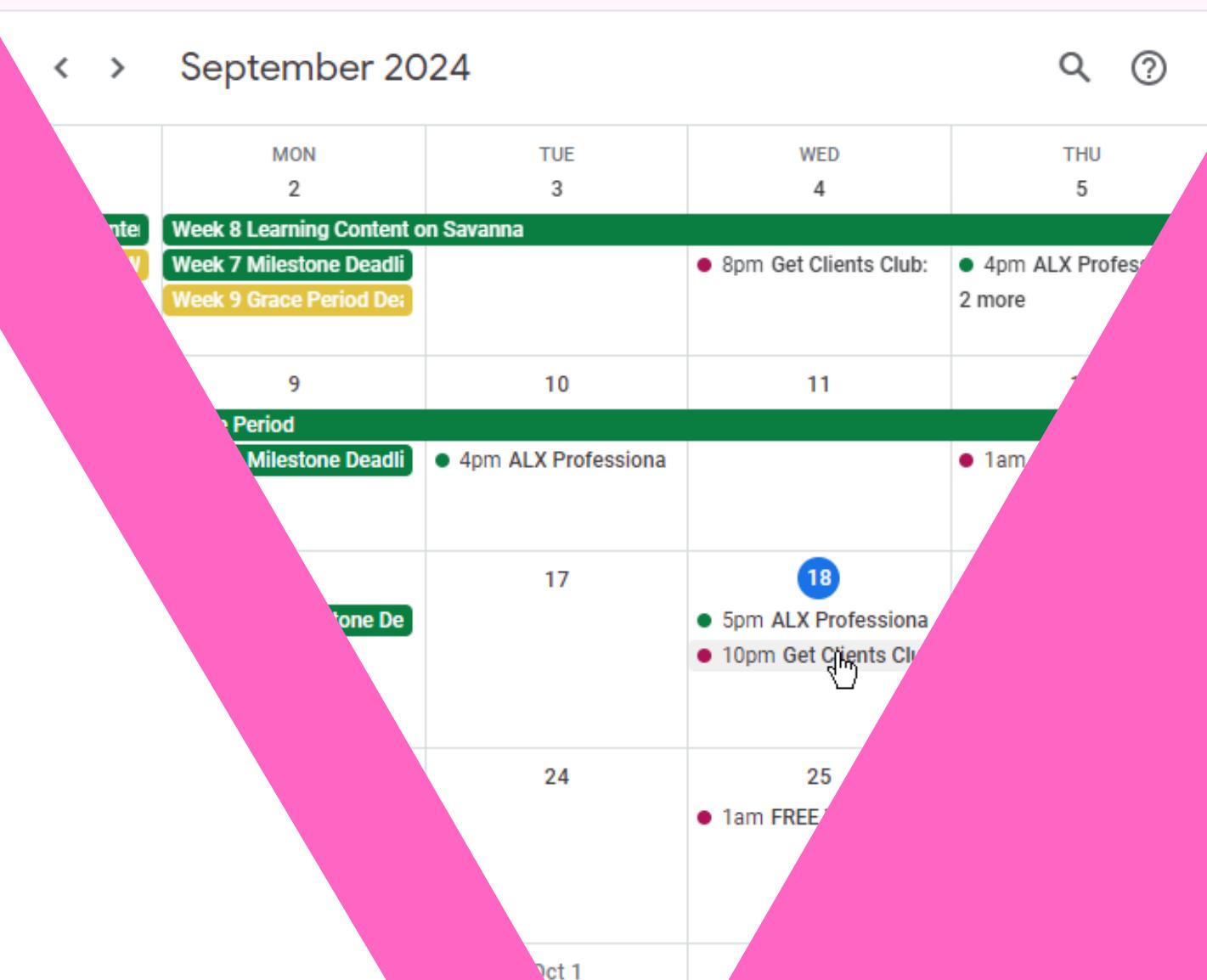
## TRAVEL MANAGEMENT

Coordinating and overseeing travel arrangements for organizational staff and executives. This includes booking flights, managing accommodation, organizing local transportation, and ensuring that all travel logistics align with budgets and schedules. With strong organizational skills and attention to detail, am adept at handling travel documentation, visa applications, and itinerary planning, ensuring smooth and efficient trips for all involved.



# CALENDAR AND MEETING MANAGEMENT

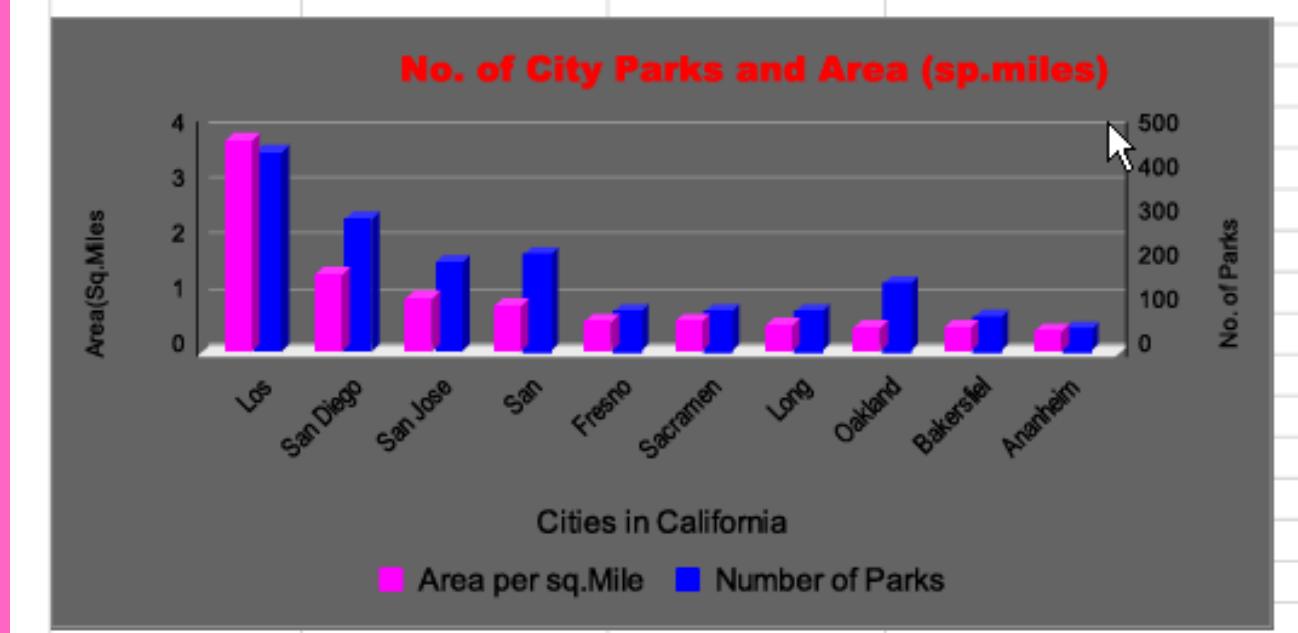
I excel in calendar and meeting management, efficiently organizing schedules to ensure optimal time utilization. Managing executive calendars, scheduling appointments, and coordinating meetings, ensuring no conflicts. By using digital tools and platforms, keeping track of deadlines, setting reminders, and preparing meeting agendas. My attention to detail ensures smooth communication and effective time management, enabling timely decision-making and productivity within teams and organizations.



# RESEARCH AND DATA ENTRY

Skilled in research and data entry management, efficiently gathering, analyzing, and organizing information for various projects and conducting thorough research from reliable sources, ensuring accuracy and relevance, while systematically entering and managing data in databases or spreadsheets. By using digital tools, while maintaining organized, error-free records ensuring timely updates. My attention to detail and structured approach helps in managing large datasets, making them easily accessible for decision-making or reporting purposes.

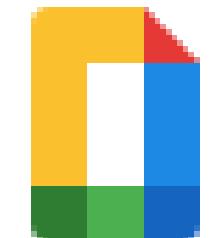
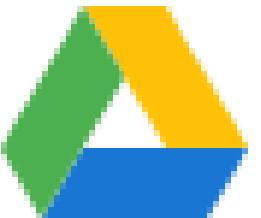
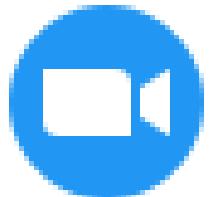
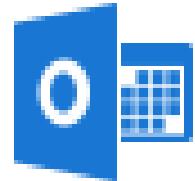
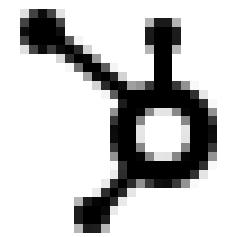
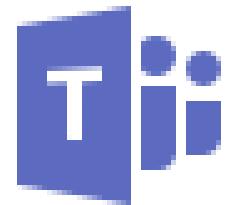
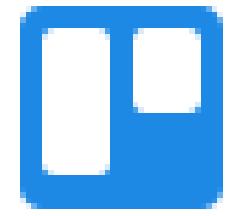
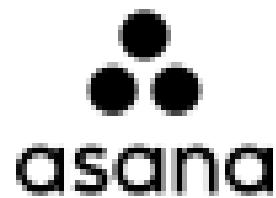
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# PRODUCTIVITY TOOLS



# CONTACT ME



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THANK YOU