I’m a proactive and detail-oriented Virtual Assistant with expertise in data entry, PDF editing, and Google Sheets management. I also offer bilingual tutoring services in both English and Spanish, catering to students of all levels.

I have experience helping clients with:

* Virtual Assistance and email management
* Organizing and entering data in Google Sheets and Excel
* Editing and formatting PDFs
* Providing customized English lessons (ESL) and tutoring for exam preparation
* Spanish-English translation services

With a strong focus on quality and efficient communication, I ensure that all projects are delivered on time and meet your expectations. Let's work together to simplify your tasks and enhance your productivity!