

METAEDX GIG

Virtual Assistant Intern Job Simulation

Unlock the Future of Remote Work – **One Task at a Time**

Free**Start My Application**

Free access this Simulation



Role: Virtual Assistant Intern



Format: Remote | Flexible | Self-Paced



Level: Beginner / Entry-level



Duration: 2–4 weeks (project-based simulation)



About the Program

Are you detail-oriented, organized, and tech-savvy? Do you enjoy supporting busy teams, managing calendars, streamlining communications, and keeping operations flowing smoothly? This internship simulation lets you explore the real tasks Virtual Assistants handle daily—from inbox management and travel booking to research and client scheduling.

You'll engage with realistic client scenarios and perform tasks using tools like:

- Google Workspace (Docs, Sheets, Calendar)
- Trello or Asana (for task tracking)
- Zoom and Slack (for communication)
- Canva (for quick design and branding)

Duration: Self-paced (1–3 hours)

Experience Level: Beginner-friendly

Work Format: Remote simulation

What You'll Learn

- Professional email writing & inbox management
- Task scheduling & time zone coordination
- Basic social media support
- Research & presentation prep
- Virtual meeting setup & documentation

Your Simulation Tasks Will Include

- Responding to a client's email on their behalf
- Creating a weekly schedule and setting up meetings
- Conducting online research and summarizing findings
- Updating a shared team calendar
- Designing a quick social media post in Canva

Why Join?

- Experience the responsibilities of a real VA before applying to jobs
- Build a professional portfolio of tasks you've completed
- Strengthen your communication, organization, and remote collaboration skills
- Gain a certificate of completion from MetaEdx Gig

Ready to Launch Your Remote Career?

Apply today and begin your journey to becoming a top-tier Virtual Assistant!

Your application process



Finish the Job
Simulation



Upload your CV



Get contacted
by us



Introductory video from MetaEdx Gig

Hear from our people, see our work environment and learn more about our organization.

Step Into the World of Remote Professional Support.

Learn. Serve. Thrive.

Step into the world of remote productivity with MetaEdx Gig's Virtual Assistant Internship Simulation. This immersive experience is designed to give you a real-world feel of what it means to be a trusted Virtual Assistant in today's fast-paced, digitally driven workspace.

Why join the MetaEdx Gig Internship Program?



Explore if this career path fits you

This simulation is designed to help you experience real tasks and projects, giving you clarity on what it's like to work in this role and industry.



Build confidence for real interviews

By the end of this experience, you'll gain practical knowledge and be better prepared to speak confidently in actual job interviews.



Fast-track your hiring journey

Completing this simulation puts you ahead—consider it your first step in the hiring process. Stand out and unlock opportunities for live project placements or interviews with our partners.

Dashboard

Role overview

Title: Virtual Assistant Internship

Hours: 10 hours per week

Duration: 2–4 weeks (project-based simulation)

Department: MetaEdx Gig – Remote Work & Admin Support

Project Type: Internship Simulation (Remote, Self-paced)

Objective:

To simulate the real-world responsibilities of a Virtual Assistant by completing a series of task-based exercises that reflect typical client support scenarios.

Overview:

This simulation is designed to help aspiring Virtual Assistants develop essential workplace competencies including email management, scheduling, document handling, research, and light design. Participants will complete a sequence of tasks that reflect what they might experience supporting a startup executive or small business client.

Project Goals:

- Improve communication and organization skills
- Get hands-on experience with digital collaboration tools
- Understand typical daily operations in a remote assistant role
- Build a sample portfolio for future job applications

Tools You'll Use:

- Google Workspace (Gmail, Docs, Calendar, Sheets)
- Zoom & Slack (for comms)
- Trello or Asana (task management)
- Canva (basic design)

Expected Outcome:

Upon successful completion, participants will receive a MetaEdx Gig Simulation Certificate, a set of completed task samples, and improved readiness for real client-based remote jobs

**Download Onboarding Worksheet,
fill it and submit**

MetaEdx Gig

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Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

2

Task Two

Estimated Duration: 30–60 minutes

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Task Three

Estimated Duration: 1–2 hours

4

Task Four

Estimated Duration: 30–60 minutes



Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important

Task 1: Understanding the Executive Assistant Mindset

Task Overview



What you'll learn

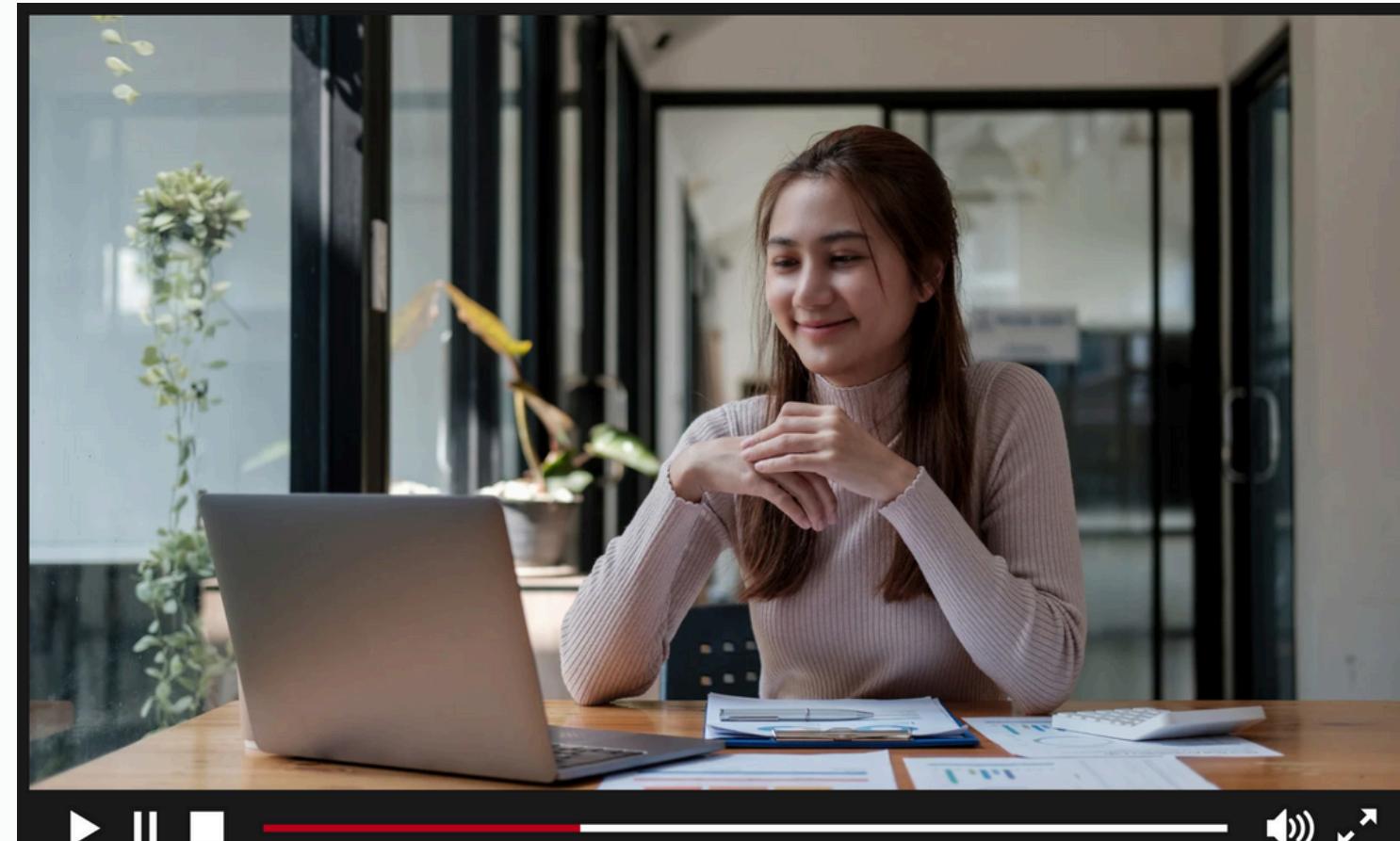
- How to think proactively like a high-level executive assistant
- How to manage communication, priorities, and time with professional excellence
- How to support C-suite leaders remotely with precision and discretion



What you'll do

- Draft a response to a time-sensitive executive email
- Create a daily schedule based on a sample CEO's calendar
- Identify and prioritize 3 tasks based on urgency and importance

Message from MetaEdx Gig



Hear from a team member at MetaEdx introduce the task

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MetaEdx Gig

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**Finish Line**

Level: Beginner to Intermediate

Achievements

Why this is important ?

Task 1: Framing the Support Scenario as a Virtual Assistant

Background Information

You've just been hired as a Virtual Assistant for a fast-growing digital brand. The company's leadership team—including the CEO and Director of Operations—has brought you in to help them stay organized, make informed decisions, and prepare for a key strategy meeting happening next month.

While the business is currently doing well, the leadership team is preparing to scale up operations. They want your help with streamlining communication, summarizing key internal information, organizing documents, and tracking team activities related to performance and growth.

Your role in this simulation is to support the executive team behind the scenes by anticipating their needs, organizing relevant information, and making sure the right tasks and insights are prioritized before the big meeting.

They'll be relying on you to:

- Create a clear and structured daily briefing calendar based on internal priorities.
- Draft a summary of team progress and business activities using provided data.
- Identify which updates or metrics should be highlighted in the CEO's talking points.
- Assist in preparing a meeting readiness checklist and an executive overview report.

What you need to focus on

As a Virtual Assistant, your job isn't just to take orders—it's to think ahead and offer support that creates clarity. Ask yourself:

- What will the CEO and leadership team need in front of them to make strategic decisions?
- How can you organize tasks and documents in a way that makes execution seamless?
- What reminders, updates, or summaries would make their day run smoother?

Pro Tip:

Thinking like an executive assistant means anticipating needs, aligning with business goals, and always being one step ahead. That's what separates average assistants from exceptional ones. Use the resources provided below to explore how high-performing executive assistants think, operate, and communicate with decision-makers

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Estimated Duration: 30-60 minutes

**Finish Line**

Level: Beginner to Intermediate

Achievements

Why this is important ?

**Here are some resources to help you**

- [Click to download: CEO Weekly Snapshot (PDF)]
- [Click to download: Sample Executive Calendar (XLS)]
- Tip Sheet: "Thinking Like an Executive Assistant"

Write here in this box and submit

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Task 1: Framing the Support Scenario

Here is your task

To prepare for your role, you need to outline the key support tasks and organizational needs you think will be important and relevant to the CEO and COO of MetaEdx Gig. This preparation will serve as your guide as you develop future support documentation, schedules, and communications.

For this task, you are only required to draft the support priorities and key questions you would ask the leadership team to help you deliver high-level virtual assistance. Make sure to consider both executive productivity and operational clarity.

You've been provided with a mock executive schedule and company snapshot in the resources section below. Review these files, taking note of how the leadership's time is being used, the projects in progress, and the company's goals. Consider how a Virtual Assistant could help optimize that workflow.

What to submit:

Create a set of:

1. Five priority support tasks you would take ownership of as the Virtual Assistant
2. Five questions you would ask the CEO and COO to better understand their expectations and working style

Submit your task list and questions in the response box below. Your response should demonstrate initiative, clarity, and strategic thinking.

Here are some resources to help you

- [Click to download: CEO Weekly Snapshot (PDF)]
- [Click to download: Sample Executive Calendar (XLS)]
- Tip Sheet: "Thinking Like an Executive Assistant"

MetaEdx Gig

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Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?

Virtual Assistant Leadership Support Brief (Task 1 Submission)

Example Answer

Five Priority Support Tasks I Would Take Ownership Of:

1. Calendar & Meeting Management
 - Proactively manage the CEO and COO's calendars to reduce time conflicts and maximize productivity.
 - Schedule meetings, set reminders, and prepare agendas or materials in advance.
-
2. Inbox & Communication Filtering
 - Monitor email communications, flag high-priority messages, and draft responses or summaries when needed.
 - Ensure timely follow-up on key messages from partners, internal staff, and clients.
-
3. Project Status Reporting & Documentation
 - Maintain a dashboard summarizing the progress of ongoing initiatives.
 - Prepare weekly executive briefing notes with key updates, deadlines, and blockers.
-
4. Stakeholder Coordination
 - Act as a liaison between the CEO/COO and department leads to streamline updates and action items.
 - Set up team syncs, confirm meeting attendance, and send out recap notes.
-
5. Research & Brief Preparation
 - Conduct quick research on potential partners, speaking engagements, or tools requested by the executive team.
 - Summarize insights into actionable 1-pagers or briefs to assist with faster decision-making.

Five Questions I Would Ask the CEO & COO:

1. What are your top 3 strategic goals for the next 90 days, and how would you like me to support them?
(Helps align my tasks with leadership vision.)
3. How do you prefer to receive updates – real-time messages, daily wrap-ups, or weekly summaries?
(Clarifies communication style and preferred frequency.)
5. Are there any repetitive tasks or time-draining activities you'd like to fully delegate to me?
(Allows me to free up executive time effectively.)
7. What are your biggest time management challenges during the week?
(Enables me to optimize schedules and workflows.)
9. Is there a specific tone, format, or tool you prefer for internal and external correspondence?
(Ensures I match their communication preferences in all documentation or emails.)
2. (Helps align my tasks with leadership vision.)
4. (Clarifies communication style and preferred frequency.)
6. (Allows me to free up executive time effectively.)
8. (Enables me to optimize schedules and workflows.)
10. (Ensures I match their communication preferences in all documentation or emails.)

Summary Statement:

This support plan is designed to bring clarity, reduce friction, and help MetaEdx Gig leadership stay laser-focused on high-impact work. I intend to function not just as a task-doer, but as a strategic support partner who anticipates needs and solves problems before they arise.

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Complete

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Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?

Well done



Well done!

You've successfully completed Task 1 of the MetaEdx Gig Virtual Assistant Internship Simulation!



In this task, you demonstrated your ability to support executive leadership through smart scheduling, document handling, and information synthesis. These foundational skills are key to excelling as a high-performing Virtual Assistant in real-world scenarios.

How helpful was this task for you?

Your feedback helps us improve the experience for future candidates. Choose an option below — your response is optional and anonymous.



Could be better



It was okay



It was great!

👉 Click "Next Task" to continue building your skills and unlock the next simulation challenge.

Back

Skip and Go to Next Task

MetaEdx Gig

1

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Task Overview



What you'll learn:

- How to manage and update a busy executive's calendar professionally
- How to identify scheduling conflicts and propose alternative times
- How to prioritize meetings based on urgency and relevance
- How to communicate scheduling updates via clear, professional emails

2

Task Two

Estimated Duration: 30-60 minutes

3

Task Three

Estimated Duration: 1-2 hours

4

Task Four

Estimated Duration: 30-60 minutes



Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important

Task 2: Executive Calendar Management & Coordination

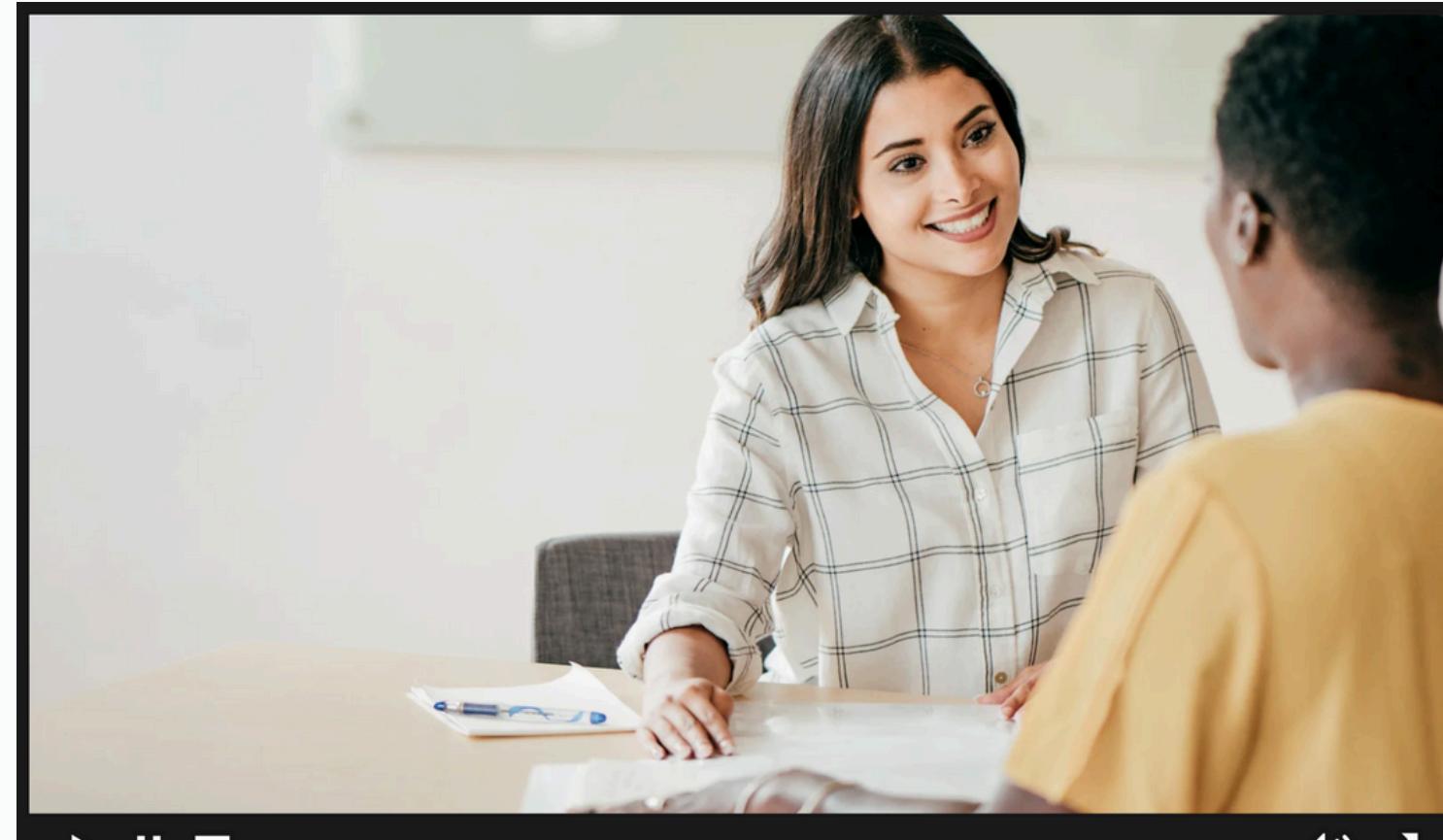


What you'll do:

You've been given access to the CEO's Weekly Snapshot and a Sample Executive Calendar (Excel file). Your job is to analyze the calendar and help streamline it by:

- Identifying any conflicts, gaps, or inefficiencies.
- Writing a short email summary that includes:
One recommendation to improve the schedule
One question to clarify with the CEO or Executive Assistant
- Submitting an updated calendar proposal with at least 2 changes (using the provided Excel file or a simple text version)

Message from MetaEdx Gig



Hear from a team member at MetaEdx introduce the task

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Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?

Task 2: Executive Calendar Management & Coordination

Background Information on Your Task

As a Virtual Assistant at MetaEdx Gig, one of your primary responsibilities is to ensure that executives' schedules run smoothly and efficiently. In this task, you've been asked to review the calendar of our CEO, who is preparing for a high-stakes week of leadership meetings, client calls, and strategic planning sessions.

Recently, the CEO has shared that their current schedule feels overwhelming and lacks balance. There are too many back-to-back meetings, no clear time for focused work, and little space for wellness or catch-up time. You've been asked to step in, analyze the schedule, and make thoughtful recommendations to improve flow and productivity.

Your job is to identify:

- Potential scheduling conflicts or overload
- Opportunities for better time management
- Gaps where essential activities (like prep time, rest, or review) should be included

You'll use the provided sample Executive Calendar (XLS) and Weekly Snapshot (PDF) to help guide your decisions. Your final submission will include:

- A revised version of the executive calendar with your proposed changes
- A short email handoff summarizing the adjustments and reasoning

This task will test your ability to prioritize, problem-solve, and communicate clearly – all essential skills for any high-performing VA in a fast-paced business environment like MetaEdx Gig.

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Start your QUIZ

MetaEdx Gig

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Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?

Task 2: Executive Calendar Management & Coordination

Question 1 of 5

Q1/5: The CEO's calendar is packed with back-to-back meetings from 8 AM to 6 PM every day this week. There are no breaks, preparation time, or buffers for travel or follow-up. As the Virtual Assistant, what is the most professional and effective action you should take?



A. Send the CEO a message asking if they are okay with the tight schedule.



B. Leave the calendar as it is—if the CEO scheduled it, it must be intentional.



C. Block buffer times for breaks, prep, and travel between meetings, then send the revised calendar to the CEO for review.



D. Cancel some meetings without approval to free up space in the schedule.



Great Work!

Correct Answer: C.

Great work! A skilled Virtual Assistant doesn't just follow a calendar—they optimize it. Blocking focused work time, breaks, and buffers between meetings improves the executive's mental clarity and daily performance. Always suggest changes professionally and provide a reasoned plan for approval.



A. Send the CEO a message asking if they are okay with the tight schedule.



B. Leave the calendar as it is—if the CEO scheduled it, it must be intentional.



C. Block buffer times for breaks, prep, and travel between meetings, then send the revised calendar to the CEO for review.



D. Cancel some meetings without approval to free up space in the schedule.



Not quite!

That's not quite right—

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Task Four

Task 2: Calendar Management & Coordination

Question 2 of 5

You receive a meeting invite request from a new business partner that overlaps with a high-priority strategy meeting already scheduled for your executive. What is the best way to respond?



A. Decline the partner's invite without explanation.



B. Politely respond, acknowledge the importance of the meeting, and suggest a few alternative time slots based on the CEO's availability.



C. Accept the meeting and double-book it—your CEO can choose which one to attend.



D. Forward the request to the CEO and wait for instructions.



Great Work!

Correct Answer: B.

Well done! A proactive Virtual Assistant manages the executive's calendar with professionalism and foresight. Offering alternatives maintains strong relationships while honoring existing priorities.

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Task 2: Email Management & Prioritization

Question 3 of 5

Your executive receives over 100 emails daily. Which of the following approaches is the most effective way for a Virtual Assistant to manage the inbox?



A. Only read and delete promotional emails to reduce clutter.



B. Respond to all emails immediately without consulting the executive.



C. Prioritize emails by flagging urgent items, categorizing by topic or sender, and drafting responses where appropriate for approval



D. Mark all unread emails as "read" to avoid overwhelming the executive.



Great Work!

Correct Answer: C.

Excellent! A Virtual Assistant adds value by managing the inbox strategically—sorting, prioritizing, and handling what can be delegated—so the executive can stay focused on high-impact decisions.

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Estimated Duration: 1–2 hours

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Task Four

Task 2: Communication Etiquette

Question 4 of 5

You've been asked to draft an email to follow up with a client who hasn't responded in 5 days. What's the most professional and effective way to write this follow-up?



- A. Subject: Still waiting
"Why haven't you responded? We need to move forward ASAP."



- B. Subject: URGENT - Please Reply
"This is the second time I'm emailing. Please respond now!"



- C. Subject: Quick Follow-Up on Our Previous Conversation
"I hope this message finds you well. I'm just checking in regarding my previous email sent on [date]. Please let me know if you have any questions or need additional information."



- D. Subject: Re: Hey
"Just following up. Can you reply when you get a chance?"



Great Work!

Correct Answer: C.

Well done! A professional follow-up should be polite, concise, and respectful of the client's time—while gently prompting action. Tone and structure are key to maintaining positive relationships.

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Task Four

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Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important

Task 2: Choosing the Right Tools

Question 5 of 5

Your team is planning a product launch with multiple deadlines, files, and team members involved. As a Virtual Assistant, which of the following tools would best help you manage this efficiently?



A. Google Docs



B. Trello or Asana



C. Grammarly



D. Canva



Great Work!

Correct Answer: B. Trello or Asana

Awesome choice! Trello and Asana are project management tools designed for tracking progress, assigning tasks, and organizing timelines—perfect for coordinating busy team launches.

Upload your Answer



Select a File or drag it here



Answer_pdf

Cancel

Submit



Submit to complete this step. Don't worry, you can always reattempt your submission!

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Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?

Well done



Well done!

You've successfully completed Task 2 of the MetaEdx Gig Virtual Assistant Internship Simulation!



How helpful was this task for you?

Your feedback helps us improve the experience for future candidates. Choose an option below — your response is optional and anonymous.



Could be better



It was okay



It was great!

👉 Click "Next Task" to continue building your skills and unlock the next simulation challenge.

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Skip and Go to Next Task

MetaEdx Gig

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Task Three

Learn how to plan, organize, and support professional meetings like a trusted Virtual Assistant.

Estimated Duration: 1-2 hours

4

Task Four

Estimated Duration: 30-60 minutes



Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important

Task 3: Supporting Meetings & Scheduling Coordination

Task Overview

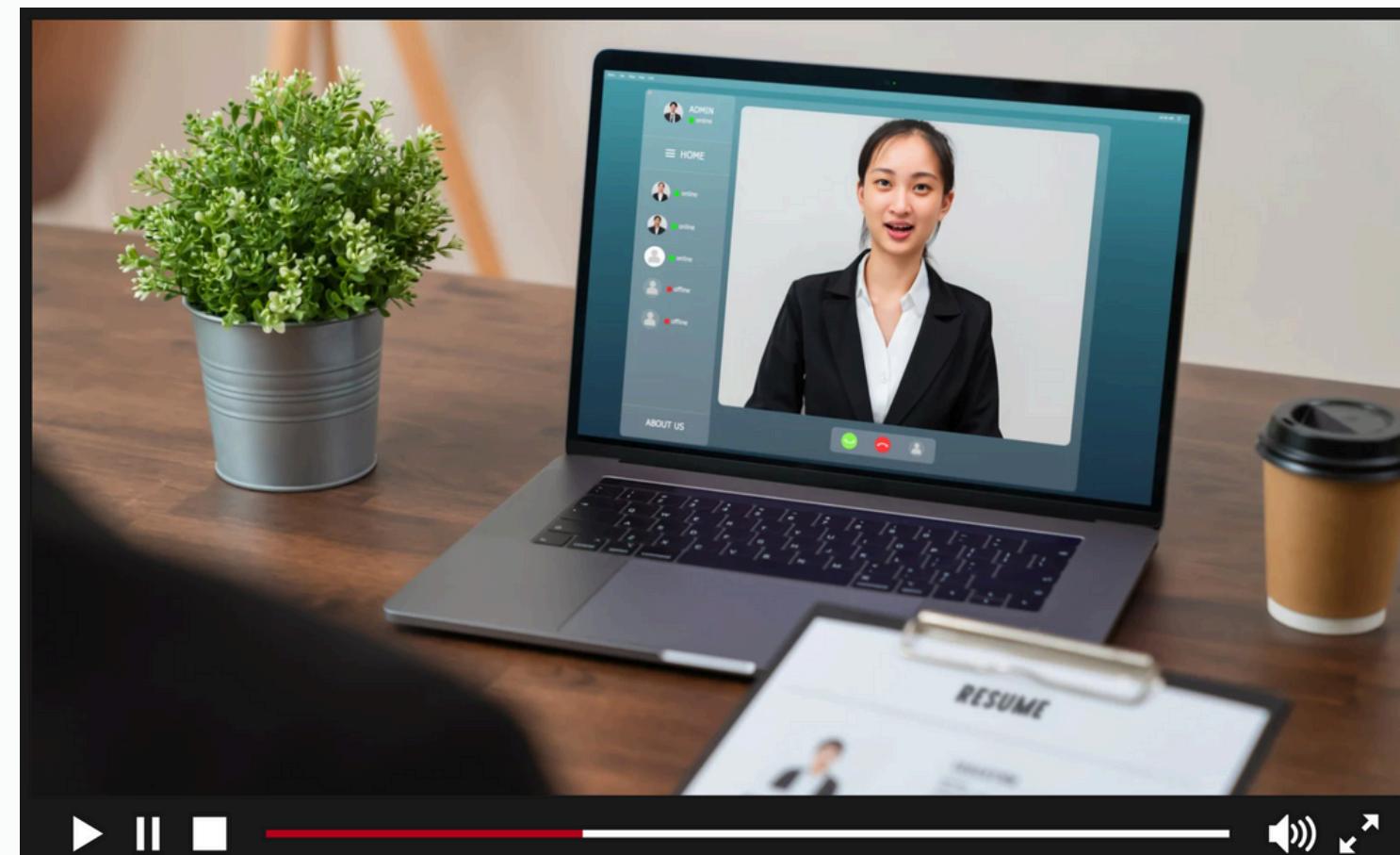


What You'll Learn:

- How to professionally schedule meetings with multiple stakeholders
- How to prepare pre-meeting resources like agendas and confirmations
- How to draft polished, executive-ready follow-up emails and meeting summaries
- How to manage recurring meeting systems like Zoom, Google Meet, or Calendly

Message from MetaEdx Gig:

"Meetings run companies – and Virtual Assistants run meetings. In this task, you're not just managing logistics, you're enabling clarity, focus, and flow for everyone involved. That's what high-level support looks like."



Hear from a team member at MetaEdx introduce the task

MetaEdx Gig

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Estimated Duration: 30-60 minutes

Finish Line

Level: Beginner to Intermediate

Achievements

Why this is important 

Task 2: Executive Calendar Management & Coordination

Your Task:

Your executive at MetaEdx Gig has just been invited to a high-level strategy session involving internal leads, external partners, and a nonprofit collaboration. You've been asked to coordinate the full meeting process.

As the Virtual Assistant, your job is to:

1. Schedule a 1-hour virtual meeting involving:
 - o CEO (based in WAT)
 - o Marketing Director (based in EST)
 - o External Partner (based in BST)
-
2. ⏱ Make sure you align time zones and select the most mutually convenient time.
3. Draft a professional calendar invite including:
 - o Zoom or Google Meet link
 - o Agenda for the session (3 items max)
 - o Professional meeting title and description
-
4. Write a confirmation email to all attendees summarizing the invite and next steps.
5. Bonus: Draft a 3-bullet meeting recap email (as if the meeting has ended) for submission practice.

Resources:

- [📁 Sample Time Zone Availability Sheet]
- [📄 Meeting Agenda Template (Google Doc)]
- [✉️ Meeting Email Samples]

What to Submit:

- Final calendar invite details (in text format or screenshot)
- Confirmation email to attendees
- Optional: Post-meeting summary email

Upload your Answer

 Select a File or drag it here

 Answer_pdf

Cancel

Submit

 Submit to complete this step. Don't worry, you can always reattempt your submission!

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MetaEdx Gig

Note: This message is for Developer:

If Student submit their answer sheet, it will show below:

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Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

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Estimated Duration: 1-2 hours

Your Submission

Want to give it another go? Click replace file to try again.

Replace File**Answer_pdf****Submission complete, great work!**

MetaEdx Gig

1**Task One**

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**Finish Line**

Level: Beginner to Intermediate

Achievements

Why this is important ?

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Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?



Well done!

You've successfully completed Task 3 of the MetaEdx Gig Virtual Assistant Internship Simulation!



How helpful was this task for you?

Your feedback helps us improve the experience for future candidates. Choose an option below — your response is optional and anonymous.



Could be better



It was okay



It was great!

👉 Click "Next Task" to continue building your skills and unlock the next simulation challenge.

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Skip and Go to Next Task

MetaEdx Gig

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

Task Overview



What You'll Learn:

- How to format documents and reports professionally for internal and external use
- How to organize digital files using naming conventions and folder systems
- How to prepare a deliverable folder for your executive or team
- How to apply branding elements using tools like Google Docs, Canva, or Word

Task Two

Estimated Duration: 30–60 minutes

Task Three

Learn how to plan, organize, and support professional meetings like a trusted Virtual Assistant.

Estimated Duration: 1–2 hours

Task Four

Learn how to manage, format, and organize internal documents for professional delivery.

Estimated Duration: 30–60 minutes

Task Four

Learn how to manage, format, and organize internal documents for professional delivery.

Estimated Duration: 30–60 minutes

Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important



Message from MetaEdx Gig:

“One of the most overlooked but powerful VA skills is file management. When documents are organized and polished, decision-makers can focus on action – not chaos. In this task, you’re helping your team think clearer just by the way you format and structure their world.”



Hear from a team member at MetaEdx introduce the task

MetaEdx Gig

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Estimated Duration: 1–2 hours

4**Task Four**

Estimated Duration: 30–60 minutes

**Finish Line**

Level: Beginner to Intermediate

Achievements

Why this is important 

Task 4: Document Formatting & File Organization

Your Task:

Your client at MetaEdx Gig has requested your help in finalizing and organizing internal reports ahead of an upcoming team review session. You've received several unformatted files, and it's your job to:

1. Format a given report (e.g. a Workshop Report or Meeting Summary) using clear headers, bullet points, page numbers, and branded styling
2. Rename and organize files into a shared folder with a clean structure (you'll simulate this in Google Drive or a document-based submission)
3. Create a folder outline that shows how you would structure files for the executive
4. Bonus: Add a basic table of contents or visual element (e.g., company logo header or branded cover page)

What to Submit:

- A formatted version of the internal report (PDF or Google Doc link)
- A short paragraph describing your folder structure and naming convention
- (Optional) Screenshot or Google Drive structure mockup

Tips:

- Use consistent file names: [DocumentType]_[Topic/Date].pdf
- Group similar docs together in folders (e.g., Reports, Notes, Templates)
- Use page numbers, branding headers, and section titles for readability

Upload your Answer

 Select a File or drag it here

 Answer_pdf

Cancel

Submit

 Submit to complete this step. Don't worry, you can always reattempt your submission!

Back

Next

MetaEdx Gig

1**Task One**

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

2**Task Two**

Estimated Duration: 30–60 minutes

3**Task Three**

Estimated Duration: 1–2 hours

4**Task Four**

Estimated Duration: 30–60 minutes

**Finish Line**

Level: Beginner to Intermediate

Achievements

Why this is important ?

[Back](#)[Complete](#)

MetaEdx Gig

1

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

2

Task Two

Estimated Duration: 30–60 minutes

3

Task Three

Estimated Duration: 1–2 hours

4

Task Four

Estimated Duration: 30–60 minutes



Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?



Well done!

You've successfully completed Task 4 of the MetaEdx Gig Virtual Assistant Internship Simulation!



How helpful was this task for you?

Your feedback helps us improve the experience for future candidates. Choose an option below — your response is optional and anonymous.



Could be better



It was okay



It was great!

👉 Click "Next Task" to continue building your skills and unlock the next simulation challenge.

Back

Skip and Go to Next Task

MetaEdx Gig

1**Task One**

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

**What You'll Learn:**

- How to write and edit social media captions for clarity and consistency
- How to organize content into a basic content calendar
- How to assist with scheduling and reviewing content before publishing
- How to collaborate with marketing teams using tools like Canva, Google Docs, or Trello

2**Task Two**

Estimated Duration: 30–60 minutes

3**Task Three**

Learn how to plan, organize, and support professional meetings like a trusted Virtual Assistant.

Estimated Duration: 1–2 hours

4**Task Four**

Learn how to manage, format, and organize internal documents for professional delivery.

Estimated Duration: 30–60 minutes

5**Task Four**

Learn how to manage, format, and organize internal documents for professional delivery.

Estimated Duration: 30–60 minutes

6**Task Four**

Learn how to manage, format, and organize internal documents for professional delivery.

Estimated Duration: 30–60 minutes

Finish Line

Level: Beginner to Intermediate

Achievements

Why this is important ?

Task 5: Content Support & Social Media Assistance

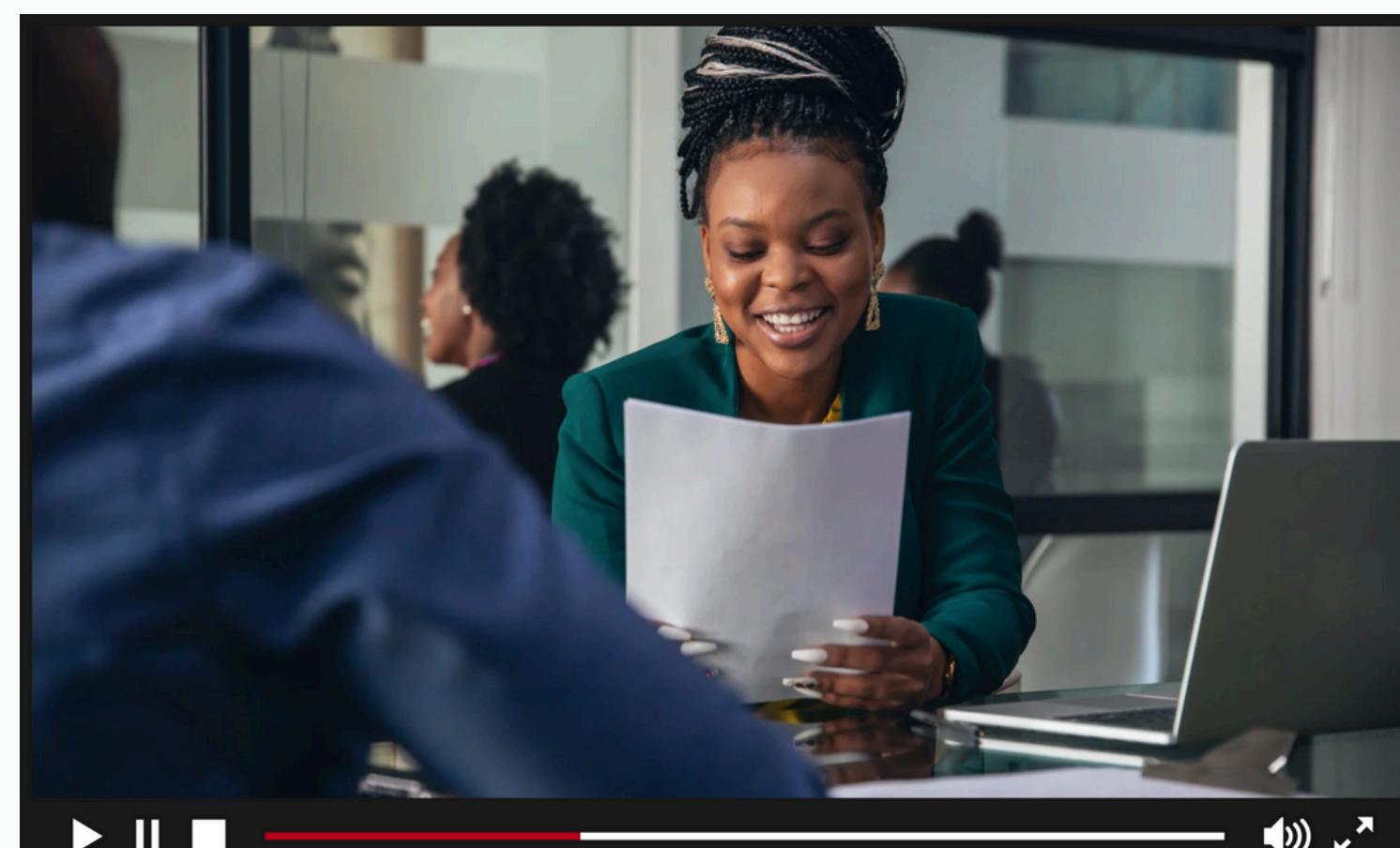
Task Overview

What You'll Learn:

- How to write and edit social media captions for clarity and consistency
- How to organize content into a basic content calendar
- How to assist with scheduling and reviewing content before publishing
- How to collaborate with marketing teams using tools like Canva, Google Docs, or Trello

Message from MetaEdx Gig:

“Today’s Virtual Assistants are often the extra hands behind a brand’s voice online. In this task, you’re learning how to support creative teams, communicate clearly, and keep content moving – even when you’re behind the scenes. Show us your eye for quality and clarity.”



Hear from a team member at MetaEdx introduce the task

MetaEdx Gig

1**Task One**

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

2**Task Two**

Estimated Duration: 30–60 minutes

3**Task Three**

Estimated Duration: 1–2 hours

4**Task Four**

Estimated Duration: 30–60 minutes

5**Task Four**

Estimated Duration: 30–60 minutes

6**Task Four**

Estimated Duration: 30–60 minutes

Finish Line

Level: Beginner to Intermediate

Achievements

Why this is important

Task 5: Content Support & Social Media Assistance

Your Task:

The MetaEdx Gig marketing team has asked you to support them in prepping next week's content for the VA Internship Campaign. As the Virtual Assistant, your role is to:

1. Review 3 raw social media caption drafts and edit them for tone, grammar, and clarity
2. Organize the posts into a weekly content calendar (use a table format or Google Sheet)
3. Match each post with a suggested graphic idea (you can use Canva or just describe it)
4. Bonus: Suggest hashtags relevant to each post (3–5 per caption)

What to Submit:

- Edited captions (in a clean format or Google Doc)
- A table or simple calendar with the date, caption, platform, and graphic idea
- Suggested hashtags

Upload your Answer

Select a File or drag it here

Answer_pdf

Cancel

Submit

Submit to complete this step. Don't worry, you can always reattempt your submission!

Back

Next

MetaEdx Gig

1**Task One**

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

2**Task Two**

Estimated Duration: 30–60 minutes

3**Task Three**

Estimated Duration: 1–2 hours

4**Task Four**

Estimated Duration: 30–60 minutes

5**Task Five**

Level: Beginner to Intermediate

Achievements

Why this is important ?

Feedback: Task 5 Submission – MetaEdx Gig Virtual Assistant Simulation

Example Answer

Great work! Take a look at the example answer below to see how a professional would have attempted this task. Think about what you did well and how you can improve.

[Download the complete Example answer Here](#)

[Back](#)[Complete](#)

MetaEdx Gig

1

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

2

Task Two

Estimated Duration: 30–60 minutes

3

Task Three

Estimated Duration: 1–2 hours

4

Task Four

Estimated Duration: 30–60 minutes

5

Task Five

Level: Beginner to Intermediate

Achievements

Why this is important ?



Well done!

You've successfully completed Task 5 of the MetaEdx Gig Virtual Assistant Internship Simulation!



How helpful was this task for you?

Your feedback helps us improve the experience for future candidates. Choose an option below — your response is optional and anonymous.



Could be better



It was okay



It was great!

👉 Click "Next Task" to continue building your skills and unlock the next simulation challenge.

Back

Skip and Go to Next Task

MetaEdx Gig

1

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

2

Task Two

Estimated Duration: 30–60 minutes

3

Task Three

Learn how to plan, organize, and support professional meetings like a trusted Virtual Assistant.

Estimated Duration: 1–2 hours

4

Task Four

Learn how to manage, format, and organize internal documents for professional delivery.

Estimated Duration: 30–60 minutes

5

Task Five

Learn how to manage, format, and organize internal documents for professional delivery.

Estimated Duration: 30–60 minutes

6

Task 6

Learn how to organize, prioritize, and respond to executive emails with clarity, tone, and professionalism.

Estimated Duration: 30–60 minutes



Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?

Task 6: Inbox Management & Professional Communication

Task Overview

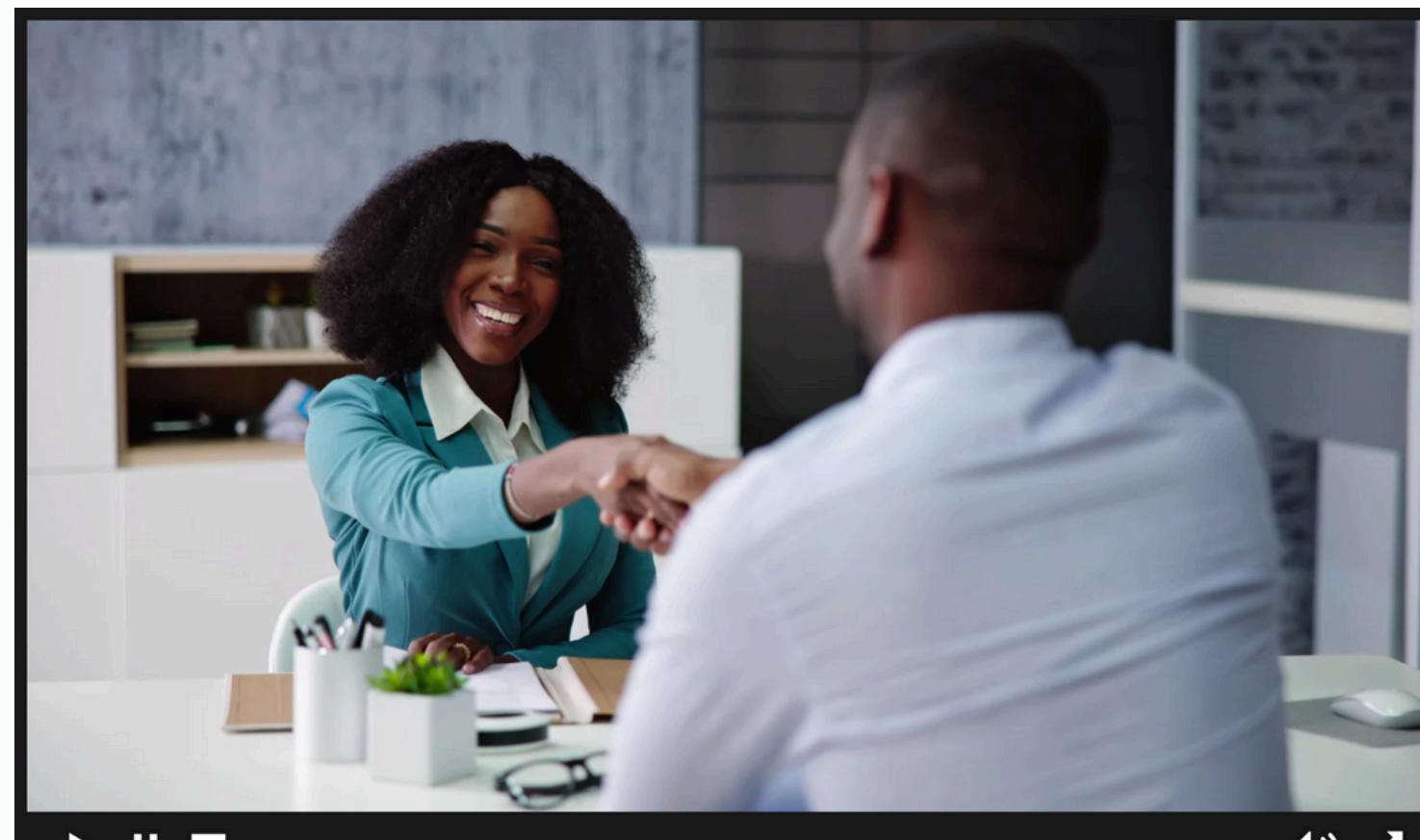


What You'll Learn:

- How to sort and flag high-priority emails
- How to draft professional, executive-style responses
- How to use templates and smart folder systems for inbox control
- How to handle delayed responses, follow-ups, and sensitive emails gracefully

Message from MetaEdx Gig:

"Inbox management isn't just sorting mail – it's a strategic form of time control. Great VAs protect the executive's energy by filtering the noise, prioritizing the signal, and responding with confidence."



Hear from a team member at MetaEdx introduce the task

MetaEdx Gig

1

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30-60 minutes

2

Task Two

Estimated Duration: 30-60 minutes

3

Task Three

Estimated Duration: 1-2 hours

4

Task Four

Estimated Duration: 30-60 minutes

5

Task Five

Estimated Duration: 30-60 minutes

6

Task Six

Estimated Duration: 30-60 minutes

Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?

Task 6: Inbox Management & Professional Communication

Your Task:

Your executive has received a flood of emails over the past week. As their Virtual Assistant, you've been asked to help organize the inbox and handle responses on their behalf.

You will:

1. Review 4 sample email scenarios (provided below)
2. Categorize each one: Urgent, Respond Later, Delegate, or Archive
3. Draft 2 professional replies (based on the provided emails)
4. Create 3 folders you would use to keep the inbox organized

What to Submit:

- Email categorization list (1–2 sentences per email)
- Two polished email responses (as if replying from the executive's account)
- Folder structure proposal (short bullet list or screenshot)

Suggested Folder Examples:

- Action Needed – CEO
- Awaiting Response
- Team / Internal
- Partners & Opportunities
- Archive – Handled

Sample Email Scenarios (Provided in PDF/Doc format)

1. A partner checking in about a missed onboarding session
2. A client requesting a summary of last week's call
3. A junior team member asking to reschedule a 1-on-1
4. A cold outreach about a low-priority PR offer

[Download the tis resources doc](#)

Upload your Answer

Select a File or drag it here

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Next

MetaEdx Gig

1**Task One**

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

2**Task Two**

Estimated Duration: 30–60 minutes

3**Task Three**

Estimated Duration: 1–2 hours

4**Task Four**

Estimated Duration: 30–60 minutes

5**Task Five****6****Task Six**

Feedback: Task 6 Submission – MetaEdx Gig Virtual Assistant Simulation

Example Answer

Great work! Take a look at the example answer below to see how a professional would have attempted this task. Think about what you did well and how you can improve.

[Download the complete Example answer Here](#)

[Back](#)[Complete](#)

MetaEdx Gig

1**Task One**

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.



Well done!

You've successfully completed Task 6 of the MetaEdx Gig Virtual Assistant Internship Simulation!

**2****Task Two**
Estimated Duration: 30–60 minutes**3****Task Three**
Estimated Duration: 1–2 hours**4****Task Four**
Estimated Duration: 30–60 minutes**5****Task Five****6****Task 6**

How helpful was this task for you?

Your feedback helps us improve the experience for future candidates. Choose an option below — your response is optional and anonymous.



Could be better



It was okay



It was great!

Achievements

Why this is important ?

👉 Click "Next Task" to continue building your skills and unlock the next simulation challenge.

[Back](#)[Skip and Go to Next Task](#)

MetaEdx Gig

1

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

2

Task Two

Estimated Duration: 30–60 minutes

3

Task Three

Learn how to plan, organize, and support professional meetings like a trusted Virtual Assistant.

Estimated Duration: 1–2 hours

4

Task Four

Learn how to manage, format, and organize internal documents for professional delivery.

Estimated Duration: 30–60 minutes

5

Task Five

Estimated Duration: 30–60 minutes

6

Task Six

Learn how to organize, prioritize, and respond to executive emails with clarity, tone, and professionalism.

Estimated Duration: 30–60 minutes

7

Task Seven

Learn how to conduct focused online research and create executive-ready briefs that support informed decisions.

Estimated Duration: 30–60 minutes

8

Task Eight

Learn how to organize, prioritize, and respond to executive emails with clarity, tone, and professionalism.

Estimated Duration: 30–60 minutes

9

Task Nine

Estimated Duration: 30–60 minutes

Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?

Task 7: Research & Executive Briefing

Task Overview

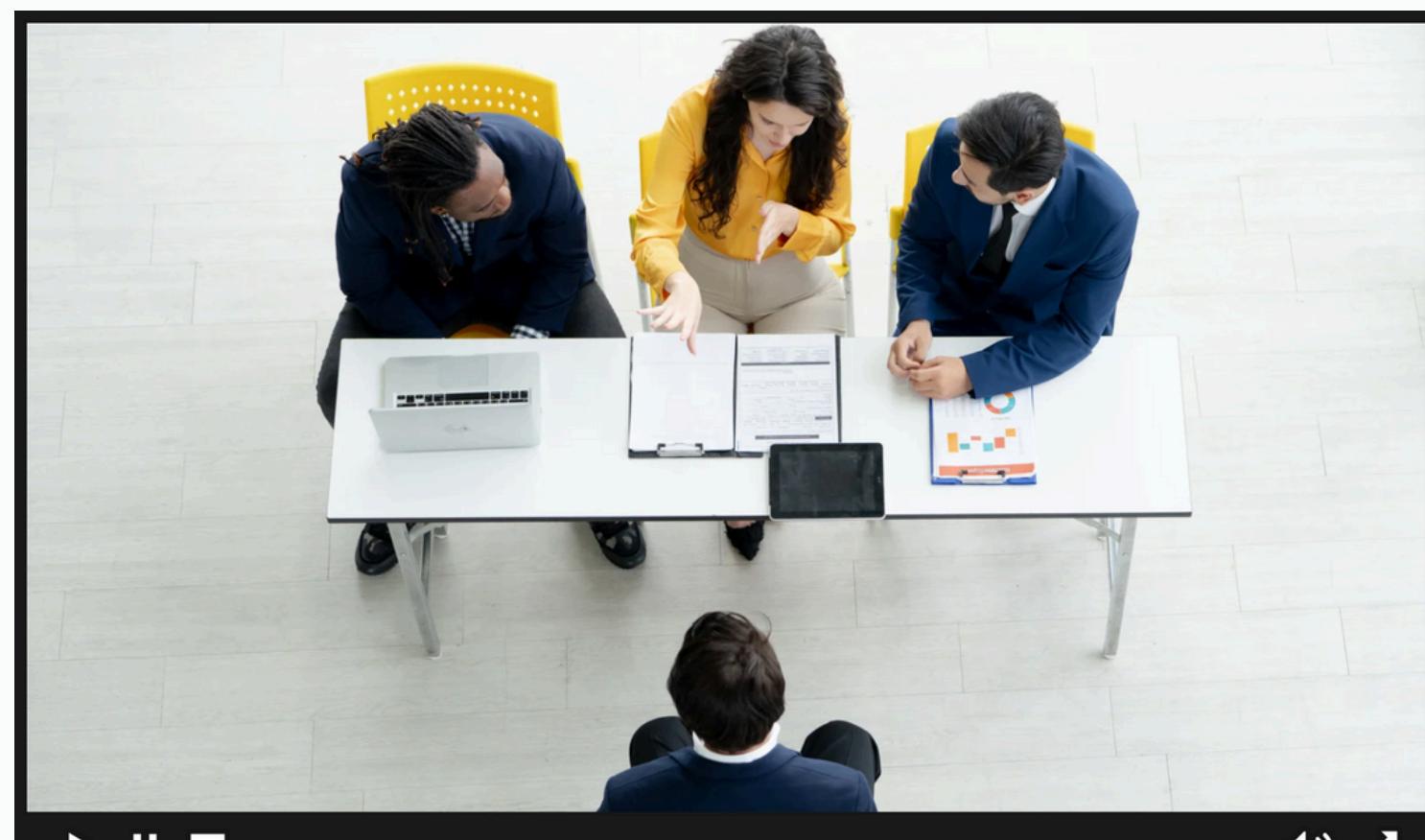


What You'll Learn:

- How to research relevant topics quickly and accurately
- How to summarize key findings for busy executives
- How to format a one-page briefing document
- How to evaluate sources and prioritize what matters

Message from MetaEdx Gig:

“Research is one of the most valuable skills in a Virtual Assistant’s toolbox. But it’s not about finding everything – it’s about finding what matters most and communicating it clearly. Busy leaders don’t want fluff – they want clarity, fast.”



Hear from a team member at MetaEdx introduce the task

Back

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MetaEdx Gig

1

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30-60 minutes

2

Task Two

Estimated Duration: 30-60 minutes

3

Task Three

Estimated Duration: 1-2 hours

4

Task Four

Estimated Duration: 30-60 minutes

5

Task Five

Estimated Duration: 30-60 minutes

6

Task six

Estimated Duration: 30-60 minutes

Finish Line

Level: Beginner to Intermediate

Achievements

Why this is important ?

Task 7: Research & Executive Briefing

Your Task:

The CEO of MetaEdx Gig is preparing for a meeting with a potential university partner in UK to discuss internship simulations for students. You've been asked to conduct quick, focused research and deliver a one-page executive brief.

You will:

1. Research 3 UK universities that offer Computer Science or related programs
2. Identify if they support digital internships, virtual programs, or innovation hubs
3. Create a 1-page briefing document summarizing key insights
4. Highlight 1 recommended partner with a short reason why

What to Submit:

- A one-page executive brief (in Google Docs or PDF)
- A short list of sources or links (at the bottom of the page)
- Your top recommendation with reasoning

Executive Brief Format:

Title: Virtual Internship Collaboration – University Research

Date: [Insert Today's Date]

Prepared by: [Your Name]

Section 1: University Profiles (3 short summaries)

Section 2: Internship & Innovation Readiness

Section 3: Recommended Partner & Why

Section 4: Sources (2-3 reliable links)

Upload your Answer



Select a File or drag it here

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Next

MetaEdx Gig

1**Task One**

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.



Well done!

You've successfully completed Task 7 of the MetaEdx Gig Virtual Assistant Internship Simulation!

**2****Task Two**

Estimated Duration: 30–60 minutes

3**Task Three**

Estimated Duration: 1–2 hours

4**Task Four**

Estimated Duration: 30–60 minutes

5**Task Five****6****Task six****7****Task 7**

How helpful was this task for you?

Your feedback helps us improve the experience for future candidates. Choose an option below — your response is optional and anonymous.



Could be better



It was okay



It was great!

Achievements



Why this is important ?

👉 Click "Next Task" to continue building your skills and unlock the next simulation challenge.

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Skip and Go to Next Task

MetaEdx Gig

1

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

2

Task Two

Estimated Duration: 30–60 minutes

3

Task Three

Learn how to plan, organize, and support professional meetings like a trusted Virtual Assistant.

Estimated Duration: 1–2 hours

4

Task Four

Learn how to manage, format, and organize internal documents for professional delivery.

Estimated Duration: 30–60 minutes

5

Task Five

Estimated Duration: 30–60 minutes

6

Task six

Learn how to organize, prioritize, and respond to executive emails with clarity, tone, and professionalism.

Estimated Duration: 30–60 minutes

7

Task 7

Learn how to conduct focused online research and create executive-ready briefs that support informed decisions.

Estimated Duration: 30–60 minutes

8

Task 8

Learn how to build and maintain efficient digital systems that support your workflow as a Virtual Assistant

Estimated Duration: 30–60 minutes

9

Task 9

Estimated Duration: 30–60 minutes

Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?

Task 8: VA Toolkit & Productivity Systems

Task Overview

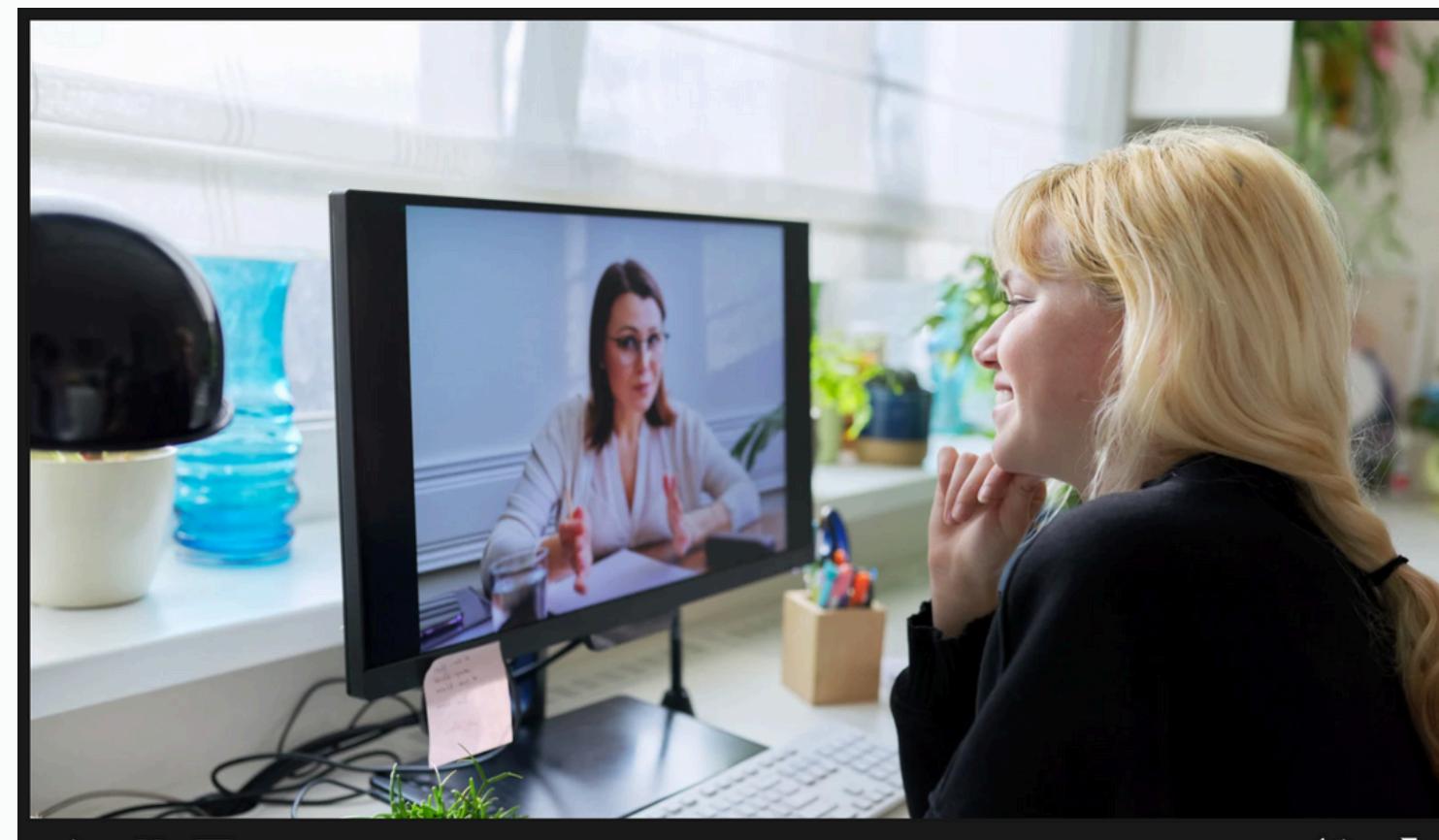


What You'll Learn:

- How to organize your VA tech stack for daily productivity
- How to create reusable templates and personal systems
- How to set up automations, shortcuts, and productivity trackers
- How to support executives using task boards and digital dashboards

Message from MetaEdx Gig:

"A great Virtual Assistant isn't just organized – they create systems that keep teams moving. This task is your chance to build the toolkit you'll carry into real roles. Think of it as your personal assistant setup – but for yourself."



Hear from a team member at MetaEdx introduce the task

Back

Next

MetaEdx Gig

1

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30-60 minutes

2

Task Two

Estimated Duration: 30-60 minutes

3

Task Three

Estimated Duration: 1-2 hours

4

Task Four

Estimated Duration: 30-60 minutes

5

Task Five

Estimated Duration: 30-60 minutes

6

Task Six

Estimated Duration: 30-60 minutes

7

Task Seven

Estimated Duration: 30-60 minutes

8

Task Eight

Estimated Duration: 30-60 minutes

9

Task Nine

Estimated Duration: 30-60 minutes

Finish Line

Level: Beginner to Intermediate

Achievements

Why this is important

Task 8: VA Toolkit & Productivity Systems

Your Task:

You're nearing the end of your internship simulation – and it's time to create your own Virtual Assistant Productivity Toolkit.

As part of this task, you will:

1. List 5 essential tools or platforms you would use as a Virtual Assistant
2. Create a template or tracker you can use daily (choose: task tracker, time-blocking sheet, meeting prep template, etc.)
3. Organize your tools or templates in a clean, shareable folder
4. Bonus: Include a workflow map or checklist that shows how you plan your workweek

What to Submit:

- A short description of your VA tech stack (just 2-3 sentences each)
- A sample template (PDF or editable file)
- Optional: Workflow graphic or checklist in Canva, Notion, or Google Docs
- Link to your folder or upload screenshot of the folder structure

Suggested Tools:

- Canva – Visuals, templates, and content support
- Google Workspace – Docs, Sheets, Calendar
- Notion or Trello – Personal task board or daily dashboard
- Clockify or Toggl – Time tracking
- Calendly or Motion – Scheduling automation
- Grammarly – Professional writing and tone

Upload your Answer



Select a File or drag it here

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Next

MetaEdx Gig

1**Task One**

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.



Well done!

You've successfully completed Task 8 of the MetaEdx Gig Virtual Assistant Internship Simulation!

**2****Task Two**

Estimated Duration: 30–60 minutes

3**Task Three**

Estimated Duration: 1–2 hours

4**Task Four**

Estimated Duration: 30–60 minutes

5**Task Five****6****Task six****7****Task 7****8****Task 7**

How helpful was this task for you?

Your feedback helps us improve the experience for future candidates. Choose an option below — your response is optional and anonymous.



Could be better



It was okay



It was great!

Achievements



Why this is important ?

👉 Click "Next Task" to continue building your skills and unlock the next simulation challenge.

Back

Skip and Go to Next Task

MetaEdx Gig

1

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

2

Task Two

Estimated Duration: 30–60 minutes

3

Task Three

Learn how to plan, organize, and support professional meetings like a trusted Virtual Assistant.

Estimated Duration: 1–2 hours

4

Task Four

Learn how to manage, format, and organize internal documents for professional delivery.

Estimated Duration: 30–60 minutes

5

Task Five

Estimated Duration: 30–60 minutes

6

Task six

Learn how to organize, prioritize, and respond to executive emails with clarity, tone, and professionalism.

Estimated Duration: 30–60 minutes

7

Task 7

Learn how to conduct focused online research and create executive-ready briefs that support informed decisions.

Estimated Duration: 30–60 minutes

8

Task 8

Learn how to build and maintain efficient digital systems that support your workflow as a Virtual Assistant

Estimated Duration: 30–60 minutes

9

Task 9

Demonstrate your growth, consolidate your work, and reflect on your journey as a Virtual Assistant.

Estimated Duration: 30–60 minutes

Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?

Task 9: Final Project Simulation & Self-Review

Task Overview

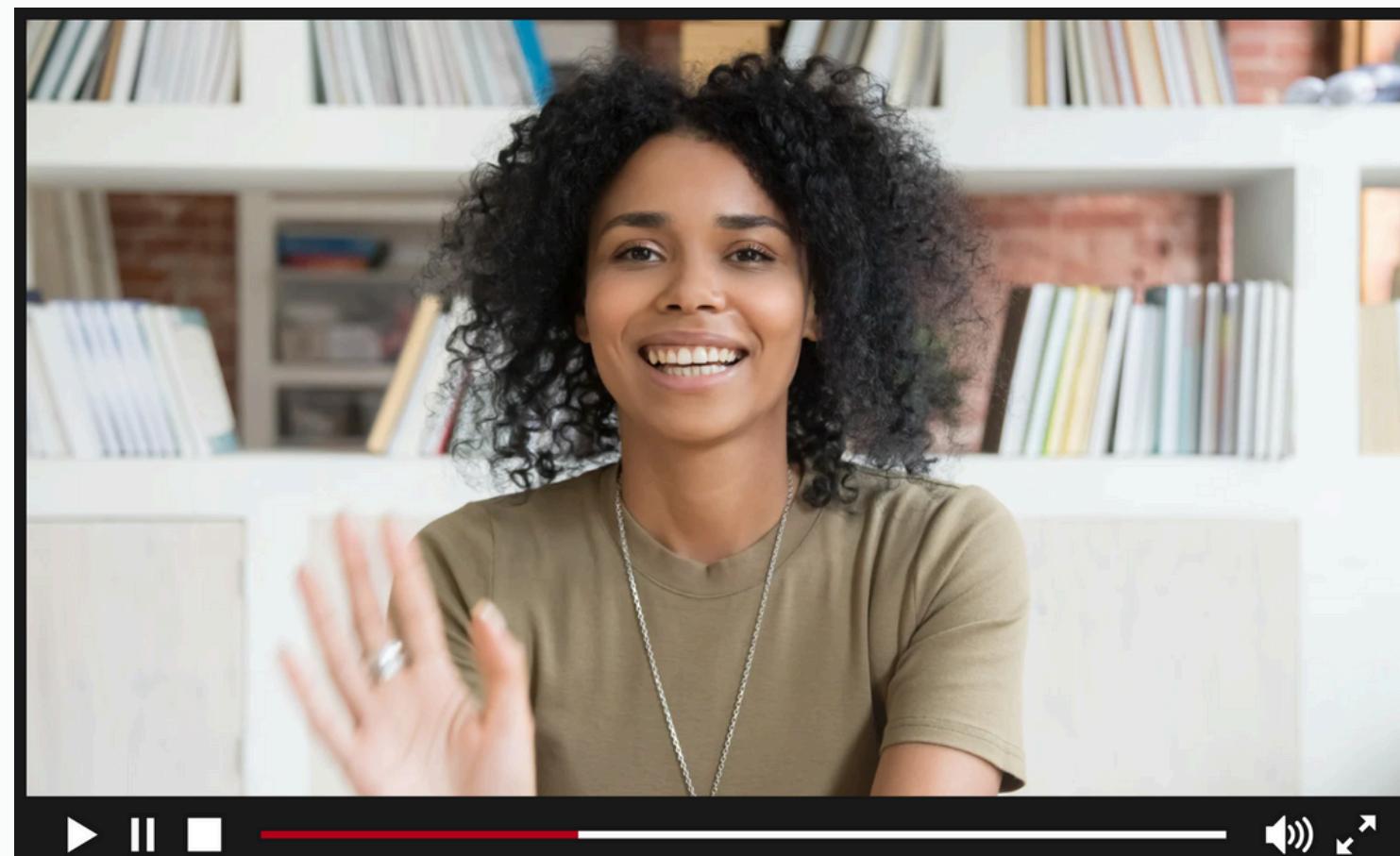


What You'll Learn:

- How to present your work and summarize accomplishments
- How to reflect on your growth and readiness for client-facing work
- How to build a professional VA portfolio
- How to receive and act on feedback

Message from MetaEdx Gig:

"This is more than a task – it's your launchpad. Reflect on how far you've come, and prepare to step into the world of work with confidence, clarity, and skill. You're not just simulating the role. You've become it."



Hear from a team member at MetaEdx introduce the task

Back

Next

MetaEdx Gig

1**Task One**

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30-60 minutes**2****Task Two****Estimated Duration: 30-60 minutes****3****Task Three**

Learn how to plan, organize, and support professional meetings like a trusted Virtual Assistant.

Estimated Duration: 1-2 hours**4****Task Four**

Learn how to manage, format, and organize internal documents for professional delivery.

Estimated Duration: 30-60 minutes**5****Task Five****Estimated Duration: 30-60 minutes****6****Task six**

Learn how to organize, prioritize, and respond to executive emails with clarity, tone, and professionalism.

Estimated Duration: 30-60 minutes**7****Task 7**

Learn how to conduct focused online research and create executive-ready briefs that support informed decisions.

Estimated Duration: 30-60 minutes**8****Task 8**

Learn how to build and maintain efficient digital systems that support your workflow as a Virtual Assistant

Estimated Duration: 30-60 minutes**9****Task 9**

Demonstrate your growth, consolidate your work, and reflect on your journey as a Virtual Assistant.

Estimated Duration: 30-60 minutes**Finish Line****Level: Beginner to Intermediate****Achievements**

Why this is important

Task 9: Final Project Simulation & Self-Review

Your Task:

You've completed multiple tasks simulating what a real Virtual Assistant does. Now it's time to showcase your learning and wrap up your simulation experience.

As part of your final project, you will:

1. Compile and submit your Top 3 completed tasks (e.g., Calendar Management, Meeting Support, Executive Briefing)
2. Write a 1-page reflection on what you've learned and how you've grown
3. Complete a self-assessment checklist rating your confidence in each VA skill
4. Bonus: Create a final showcase folder or mini portfolio with all your best work, ready to share with real clients or hiring managers

What to Submit:

- A final folder or ZIP file with 3 of your best tasks
- A 1-page reflection document (or video/audio if preferred)
- A completed self-assessment checklist (we'll provide a template)
- Optional: A branded portfolio PDF or Google Site link

Self-Assessment Checklist Includes:

- Calendar Management & Scheduling
- Inbox Communication
- Document Formatting
- Meeting Prep & Follow-Up
- Research & Executive Support
- Content Planning
- Time Management & Organization
- Tools & Tech Stack Confidence

Tips:

- Keep filenames clean, consistent, and professional (no "final_final_v2.docx"!)
- Include brief descriptions in your README or folder if submitting to clients
- Export your folder to ZIP or Google Drive and share with the appropriate link access
- You can also convert this into a PDF portfolio or Google Site in the future

Back**Next**

MetaEdx Gig

1

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30-60 minutes

2

Task Two

Estimated Duration: 30-60 minutes

3

Task Three

Learn how to plan, organize, and support professional meetings like a trusted Virtual Assistant.

Estimated Duration: 1-2 hours

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Task Four

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Task Five

Estimated Duration: 30-60 minutes

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Learn how to organize, prioritize, and respond to executive emails with clarity, tone, and professionalism.

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Estimated Duration: 30-60 minutes

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Learn how to build and maintain efficient digital systems that support your workflow as a Virtual Assistant

Estimated Duration: 30-60 minutes

9

Task 9

Demonstrate your growth, consolidate your work, and reflect on your journey as a Virtual Assistant.

Estimated Duration: 30-60 minutes

Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?



Final Task Complete!

Congratulations — you've completed the entire MetaEdx Gig Virtual Assistant Internship Simulation Journey!



You've:

- Completed 9 real-world simulation tasks
- Built a professional toolkit, portfolio, and system
- Practiced executive support, communication, research, scheduling, content, and more
- Developed a final reflection and self-assessment
- Created tangible work samples that prove your readiness

How helpful was this task for you?

Your feedback helps us improve the experience for future candidates. Choose an option below — your response is optional and anonymous.



Could be better



It was okay



It was great!

Back

Start Next Task

MetaEdx Gig

1

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

2

Task Two

Estimated Duration: 30–60 minutes

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Estimated Duration: 1–2 hours

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Task 8

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Estimated Duration: 30–60 minutes

9

Task 9

Demonstrate your growth, consolidate your work, and reflect on your journey as a Virtual Assistant.

Estimated Duration: 30–60 minutes

Finish Line

Level: Beginner to Intermediate

Achievements



Why this is important ?

Finish Line: Collect achievements

So... What's Next?

Here are your next-level options:

1. Submit Your Final Portfolio

- Upload your final folder (or ZIP file) to the MetaEdx Gig platform or submission portal (Google Drive, Canvas, or as instructed).
- Include your top tasks, final reflection, and self-assessment.
- This becomes your official record of completion and your personal VA portfolio.

2. Request a Certificate of Completion

- You're now eligible to receive a MetaEdx Gig Certificate of Completion!
- We can generate a PDF certificate for your portfolio or LinkedIn. Just say the word: ["Generate my certificate."](#)

3. Join the MetaEdx Talent Network (Optional)

- If you're interested, you can be added to our internal VA talent list for future paid roles, freelance opportunities, or client projects.
- To be eligible, we recommend completing a short final evaluation interview or assessment call.

4. Use Your Portfolio to Apply for Real VA Jobs

- Upload it to Notion, Google Drive, or even convert it into a one-page website (we can help).
- Share with hiring managers, Upwork profiles, Fiverr gigs, or clients you pitch.

You are ready.

Back

Start Next Task

MetaEdx Gig

1

Task One

Learn how to anticipate the needs of executives and manage key tasks with clarity and confidence.

Estimated Duration: 30–60 minutes

2

Task Two

Estimated Duration: 30–60 minutes

3

Task Three

Learn how to plan, organize, and support professional meetings like a trusted Virtual Assistant.

Estimated Duration: 1–2 hours

4

Task Four

Learn how to manage, format, and organize internal documents for professional delivery.

Estimated Duration: 30–60 minutes

5

Task Five

Estimated Duration: 30–60 minutes

Finish Line: Collect achievements

Resume Snippet

Interview Tip

Take your updated resume and apply for Jobs, Programs, Events, and Talent Networks "MetaEdx Gig Pool"

MetaEdx Gig: Virtual Assistant Simulation – March 2025

- Successfully completed a simulation program focused on delivering high-level executive and administrative support in a fast-paced virtual setting
- Coordinated scheduling and meeting logistics, created time zone availability sheets, and managed executive calendars
- Composed professional emails, drafted client communication, and prepared polished documents for internal and external stakeholders
- Supported business operations through virtual task management, follow-up tracking, and report preparation using digital productivity tools
- Delivered efficient, detail-oriented support to leadership teams, mirroring the responsibilities of a real-world Virtual Assistant role

[Use our resume guidance here](#)



Back

Get my Certificate

Finish Line: Collect achievements

MetaEdx Gig

Step 1 of 8

Before you get your certificate, we have a couple of final questions for you!

Now that I have completed the MetaEdx Gig Virtual Assistant Simulation, I have a strong understanding of the tasks, responsibilities, and tools used by real-world Virtual Assistants.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Next

Finish Line: Collect achievements

MetaEdx Gig

Step 2 of 8

This simulation helped me improve my communication, scheduling, and administrative support skills.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Next

Finish Line: Collect achievements

MetaEdx Gig

Step 3 of 8

I feel more confident using tools like Canva, Google Workspace, Zoom, and task trackers after completing this program.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Next

Finish Line: Collect achievements

MetaEdx Gig

Step 4 of 8

I believe the MetaEdx Gig simulation was realistic and aligned with what Virtual Assistants do in actual job roles.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Next

Finish Line: Collect achievements

MetaEdx Gig

Step 5 of 8

This experience has increased my interest in pursuing remote or freelance Virtual Assistant opportunities.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Next

Finish Line: Collect achievements

MetaEdx Gig

Step 6 of 8

I would recommend the MetaEdx Gig Virtual Assistant Simulation to others looking to gain experience.

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

Next

Finish Line: Collect achievements

MetaEdx Gig

Step 7 of 8

How would you rate your overall experience with the Virtual Assistant Simulation?

-  It was excellent
-  It was good
-  It was average
-  It needs improvement
-  I didn't enjoy it

Next

Finish Line: Collect achievements

MetaEdx Gig

Step 8 of 8

One last thing to make you stand out!

Would you like to express your interest in working at MetaEdx Gig Group

- Yes, I'd love to! No, I'm not interested.

Submit



Update your profile to stay up to date with the latest Jobs and opportunities

Update now

Hello, Joseph

Achievements



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Virtual Assistant Job Simulation

✓ COMPLETED ^

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