



VIRTUAL ASSISTANT | FREELANCER

Riana Joy Patria

ABOUT ME

I'm an entry-level professional with experience in project coordination, digital tools, and creative design. I enjoy turning ideas into organized, visually clear outputs—whether that's managing tasks, designing layouts, or supporting teams remotely. I'm detail-oriented, reliable, and always eager to learn.

Work Experience:

Service Crew – McDonald's (2024-2025)

- Delivered excellent customer service in a fast-paced environment.
- Worked collaboratively with team members to meet daily targets.
- Managed time efficiently while handling multiple responsibilities.
- Maintained accuracy and attention to detail under pressure.

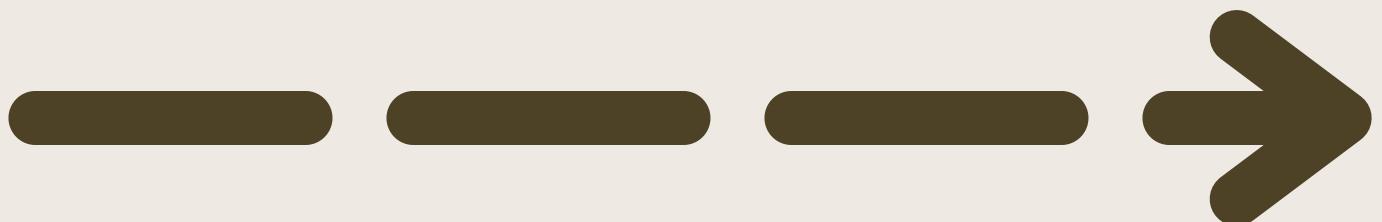
Skills:

- Project & Task Management
- Canva (Design & Layouts)
- Google Workspace (Docs, Sheets, Drive, Calendar)
- Notion & Slack
- Email Management & Inbox Organization
- Basic Graphic Design

Project / Virtual Support (Entry-Level)

- Assisted with task tracking and documentation
- Supported communication using Slack and email
- Created simple designs and presentations using Canva

MY SAMPLE WORKS

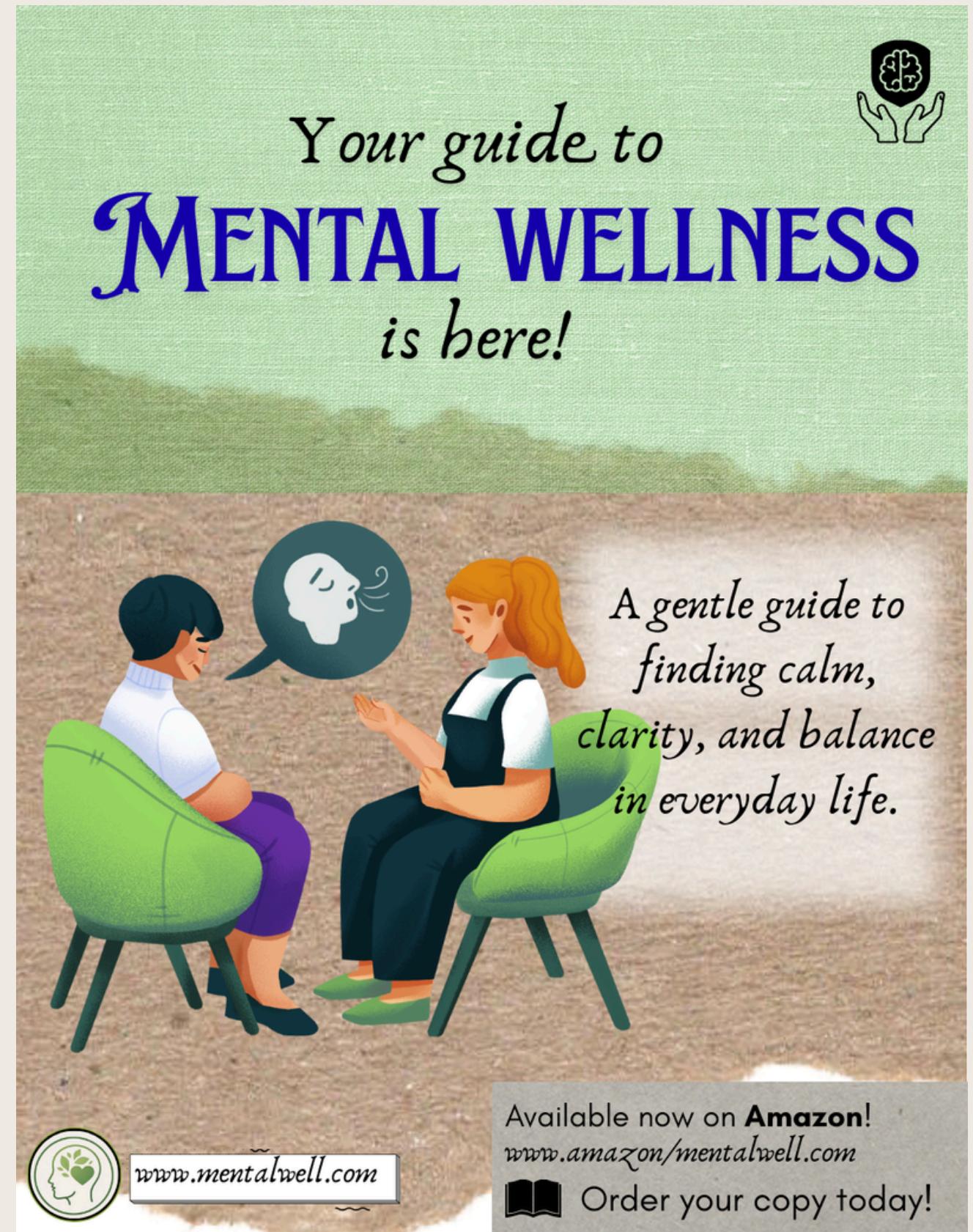


Canva Design

I specialize in fun and bright colors, making products feel accessible and chic at the same time.



Online Consultation



Promotional Flyer



Youtube Thumbnail

Templates

Canva



Face-to-face acebook Post Template

Google Workspace

One Week Content Plan

	DATE	CATEGORIES	SERIES	TOPIC	PLATFORM	CONTENT	CAPTION	HASHTAG	STATUS	COMMENT
1	1/24/2026	Personal	[H] Educational	What does a Virtual Assistant do?	Instagram Post	Not sure what a Virtual Assistant actually does? 🤔 Here are the tasks I can take off your plate so you can focus on growing your business.		#virtualassistant #onlinebusiness #productivity #freelancer	Approved	Canva carousel
2	1/25/2026	Personal	[E] Engaging	Pain points	Facebook Post	What's the ONE task in your business that drains your time the most? Comment below 🤗		#businessowners #outsourcing #engagement	For Approval	Simple branded graphic
3	1/26/2026	Entertaining	[P] A Day In The Life	VA workday	Facebook Story	A little behind-the-scenes of my day as a Virtual Assistant 📸 No two days are the same!		#bts #virtualassistantlife #workfromhome	For Approval	Reel cover
4	1/27/2026	Community Building	[H] Did You Know?	Benefits of hiring a VA	Facebook Group	Hiring a Virtual Assistant isn't an expense—it's an investment. Here's why outsourcing helps your business grow faster.		#smallbusiness #virtualassistantservice #growth	Approved	Text + graphic
5	1/28/2026	Entertaining	[H] Tips & Tricks	Service promotion	Facebook Story	Ready to delegate and get your time back? 🤗 I help business owners with admin, email, and social media support. Let's work together!		#hireava #freelancersupport #onlinehelp	For Approval	Promo post
6	1/29/2026	Community Building	[S] Testimonial Post	Personal branding post	Facebook Group	Being a Virtual Assistant means helping others succeed—while building my own dreams at the same time 🌟		#personalbrand #freelancelife #virtualassistant	Approved	Optional image
7	1/30/2026	Personal	[P] Lifestyle Post	Weekly reflection	Facebook Post	This week reminded me why I love being a Virtual Assistant 🎉 What was your biggest win this week?		#weeklyreflection #businessmindset	Approved	Lifestyle image

Google Spreadsheets

Google Docs

Activity 10: Virtual Assistant Contract & Legal Requirements

Virtual Assistant Contract & Legal Requirements

1. Why Need a Contract

A virtual assistant contract sets expectations, protects both parties, and prevents misunderstandings regarding services, payment, confidentiality, and legal responsibilities.

2. Key Contract Components

- Parties: Clearly identify client and VA (names, addresses, contact details)
- Scope of Services: Specify tasks to prevent scope creep
- Compensation & Payment Terms: Rates, schedule, methods, late fees, invoicing
- Confidentiality & Data Protection: Clauses to protect client info
- Intellectual Property: Ownership of work products
- Term & Termination: Contract length, renewal, exit clauses
- Governing Law & Dispute Resolution: Jurisdiction and dispute procedures

3. Free Contract Templates & Resources

- Joint: Virtual Assistant Contract Template: <https://www.documentcloud.org/documents/1454877-virtual-assistant-contract-template.html>
- Legal: Virtual Assistant Agreement Terms: <https://www.documentcloud.org/documents/1454877-virtual-assistant-agreement-terms.html>
- PandaDoc: Virtual Assistant Agreement: <https://www.pandadoc.com/templates/virtual-assistant-agreement-template/>
- V.Lawyer: VA Services Agreement Template: <https://www.vlawyer.com/templates/virtual-assistant-services-agreement-template/>

4. Taxes & Business Registration

- Self-employed VAs are responsible for their own taxes
- Register business as required by local laws (BIR in the Philippines)
- File quarterly and annual taxes and issue official receipts if needed

5. Invoicing Requirements

- Include your and client details, invoice number, date, services, hours, total, payment instructions, and tax info.
- Use free templates or online generators for professional invoices

6. Best Legal Practices for VAs

Document tabs

- Activity 1
- Activity 2
- Activity 3
- Activity 4
- Activity 5
- Activity 6
- Activity 7
- Activity 8
- Activity 9
- Activity 10

Google Calendar

Slack

Search Barangay VA Challenge Hub

Barangay VA Challe...

announcements

Threads

Huddles

Drafts & sent

Directories

Starred

Channels

announcements

challenge-accountability

challenge-inquiries

chikahan-portion

free-va-course

introduce-yourself

job-opportunities

Direct messages

Aber Bamieh, Alex Emelo, Cristina ...

Marian Borinaga

Aber Bamieh, Alex Emelo, Cristina ...

Only certain people can post in this channel. Learn more

Work with Me

Sitio Palsaingin, Santiago
Naujan, Oriental Mindoro, PH
5204

Call me!

+63 992 954 9104
+63 927 067 7400

Email:

patriarianajoy46@gmail.com

Connect with me:

LinkedIn: <https://www.linkedin.com/in/riana-joy-ceribo-patria-9355813a6/>

