
Email - Calendar Management

By. **Prayogo Santoso**

Portfolio.

2024

Hello.



Email - Calendar Management

Introduction.

Hi! I'm **Prayogo Santoso**

As a passionate Virtual Assistant, one of my areas of expertise is managing email and calendars to ensure proper organization and scheduling.

2023

Interest

In addition, I have expertise in email marketing, lead generation, social media management, data analysis, and software testing. I am also passionate about graphic design, video editing, copywriting, and web design.

Education

2024 - 2025	Growia Education Software Tester, Data Analyst
2024	SGB Virtual Assistane Course Lead Generation, Email Marketing, SMM, Project Management
2023	Hari Senin BootCamp Full Stack Developer
1996 - 2002	ITS Surabaya Mechanical Engineer

Language

English	<div></div>
Bahasa Indo	<div></div>



Email Management.

Organizing Your Inbox - Filtering Emails - Sorting
Email Folders

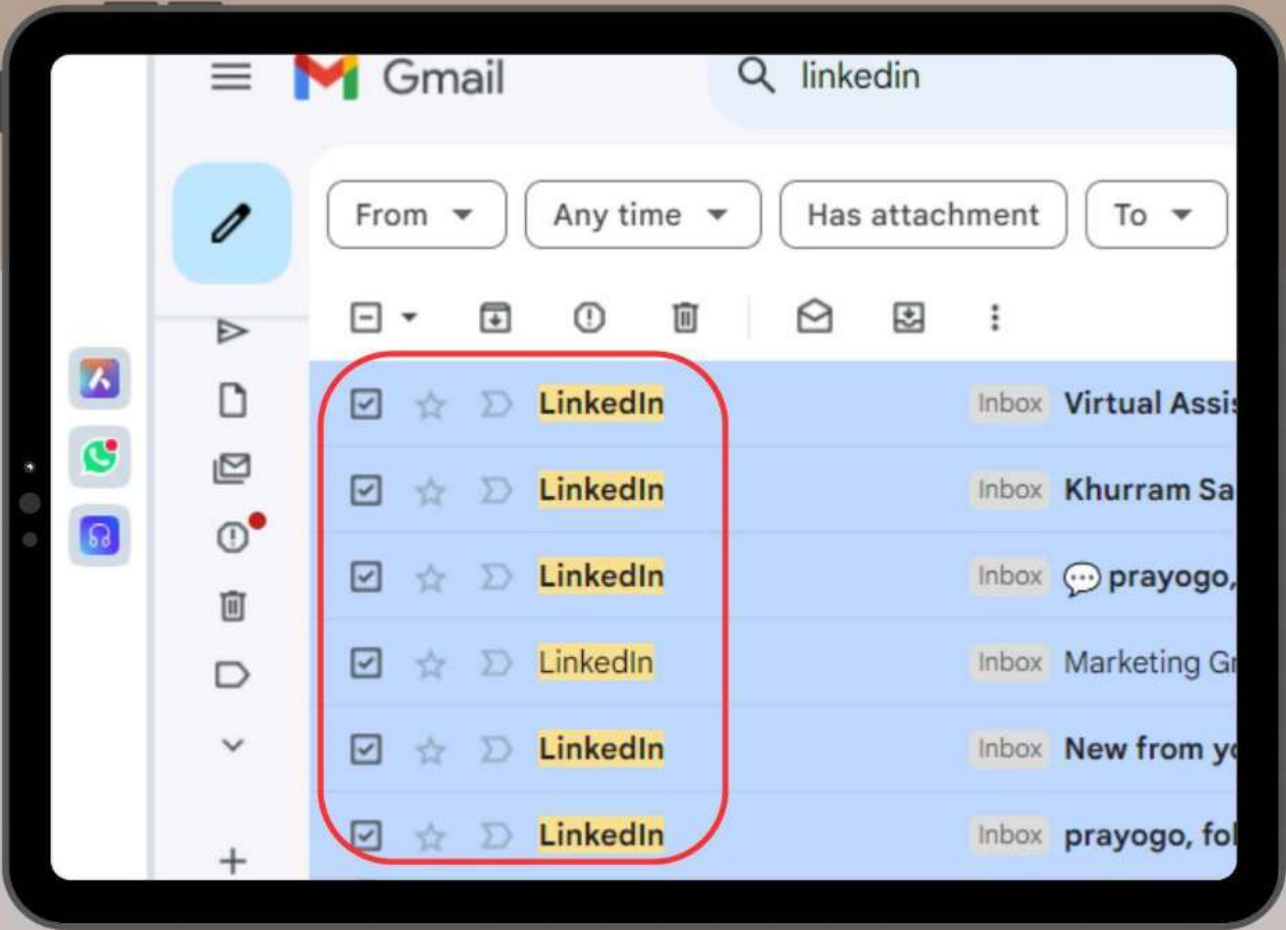
2024

Email Management.

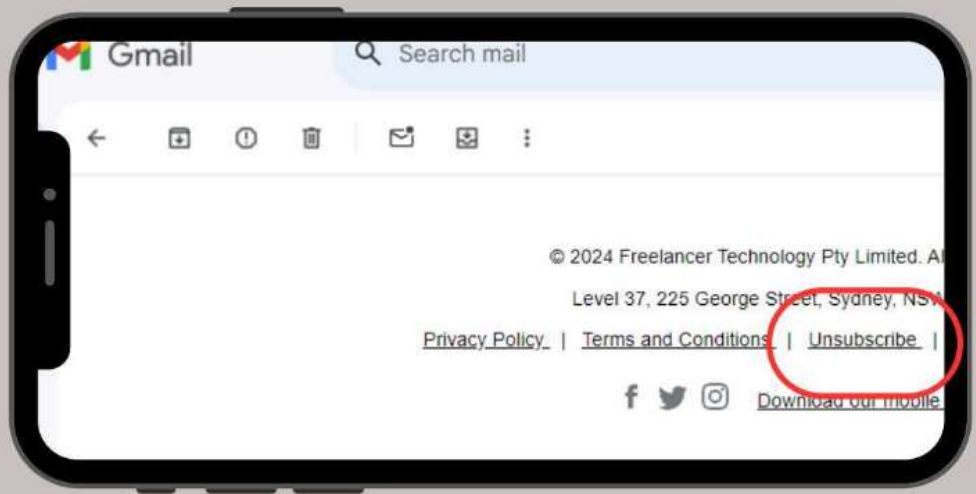
Organizing Your Inbox: I will clean up your inbox by sorting, labelling, and highlighting emails so you won't miss important ones.

Organizing Your Inbox

Deleting unwanted Emails / Spams



Unsubscribe unwanted Mail List



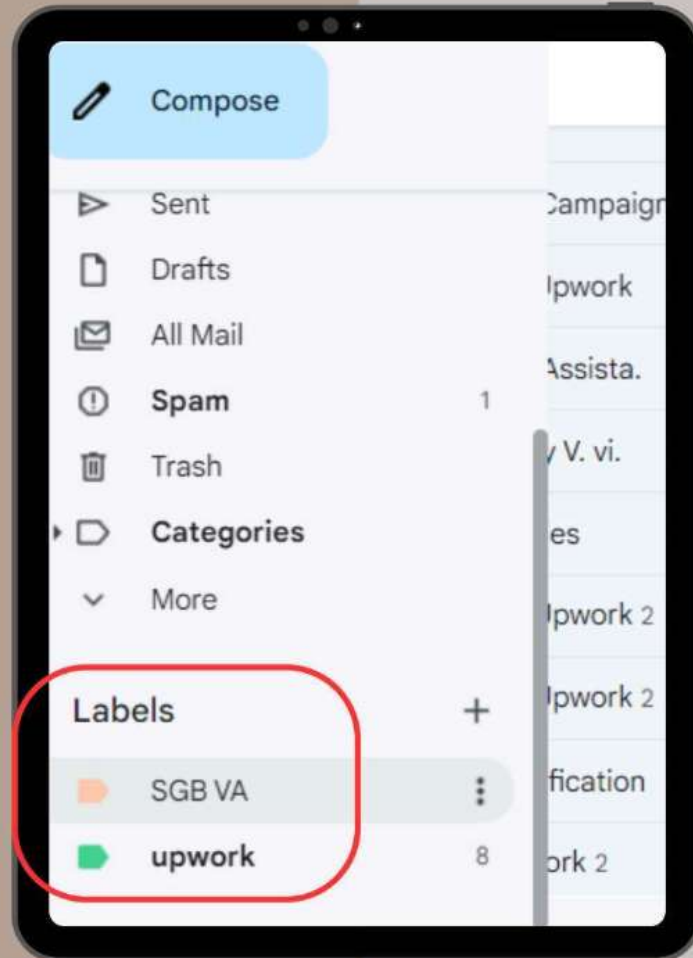
Prayogo Santoso

Email Management.

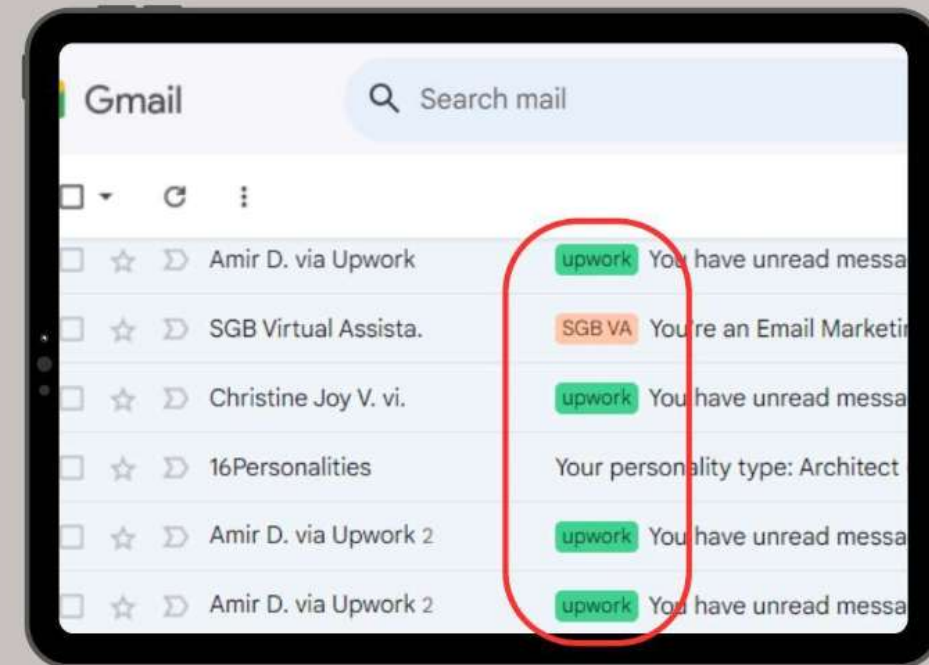
Filtering Emails: I'll remove spam and unimportant emails, helping you focus on what's important.

Filtering Emails

Labeling Emails



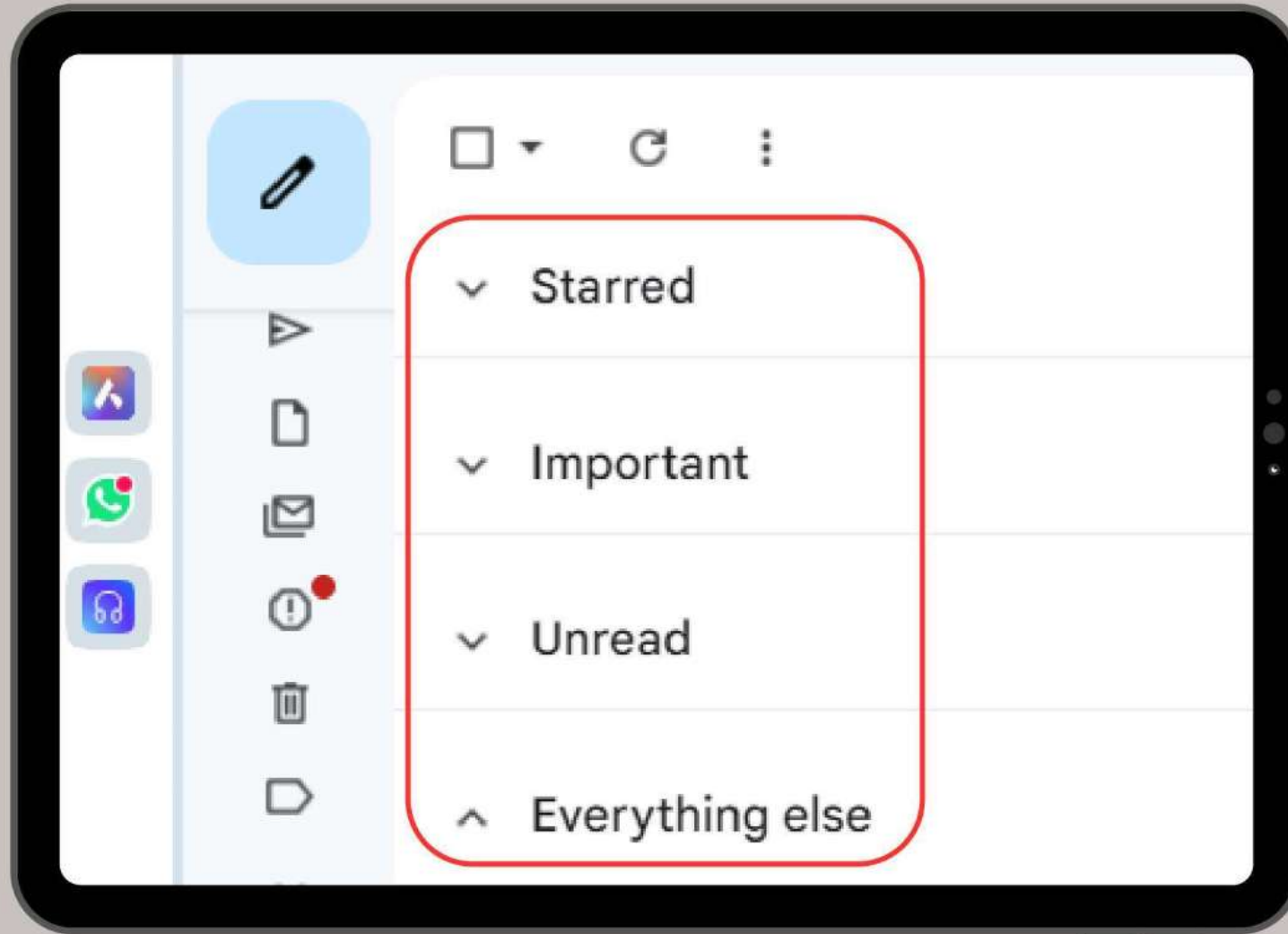
Color the Labels



Email Management.

Sorting Email Folders : I'll make folders for easy access to emails and keep an organized archive.

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Sorting Email Folders

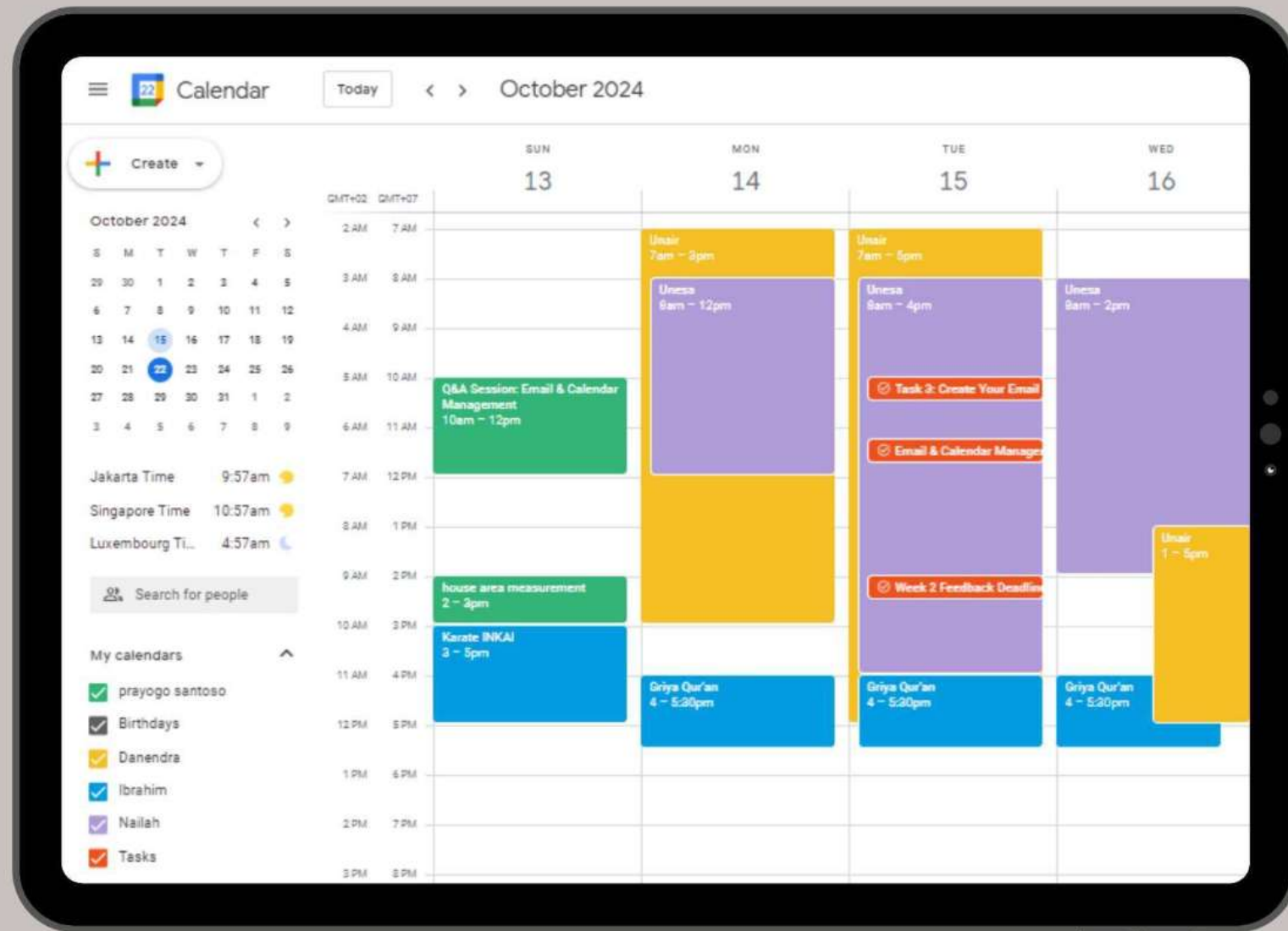
Calendar Management.

- Schedule arrangement: I will efficiently manage your appointments, meetings, and events, ensuring your calendar is up-to-date and well-organized.
- Reminder's setup: I'll set up timely reminders for your upcoming events, helping you stay on top of your commitments.

Calendar Management.

- Meeting Coordination: If needed, I can coordinate and schedule meetings with participants, taking care of all the logistics.
- Time Optimization: I'll work to maximize your time by minimizing scheduling conflicts and ensuring you have a clear view of your daily, weekly, and monthly commitments.

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Calendar Management - Scheduling

Prayogo Santoso

Proficient in.

- GMail and Google Calendar.
- Other Email and Calendar software as required.



**Thank
you.**

Contact Me

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