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Email - Calendar Management

By. **Prayogo Santoso**

# Portfolio.

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**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	<b>Growia Education</b> Manual QA (Software Tester), UI/UX Design
2024	<b>SGB Virtual Assistane Course</b> Lead Generation, Email Marketing, SMM, Project Management
2023	<b>Hari Senin BootCamp</b> Full Stack Developer
1996 - 2002	<b>ITS Surabaya</b> Mechanical Engineer

# Language

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





# Email Management.

Organizing Your Inbox - Filtering Emails - Sorting  
Email Folders

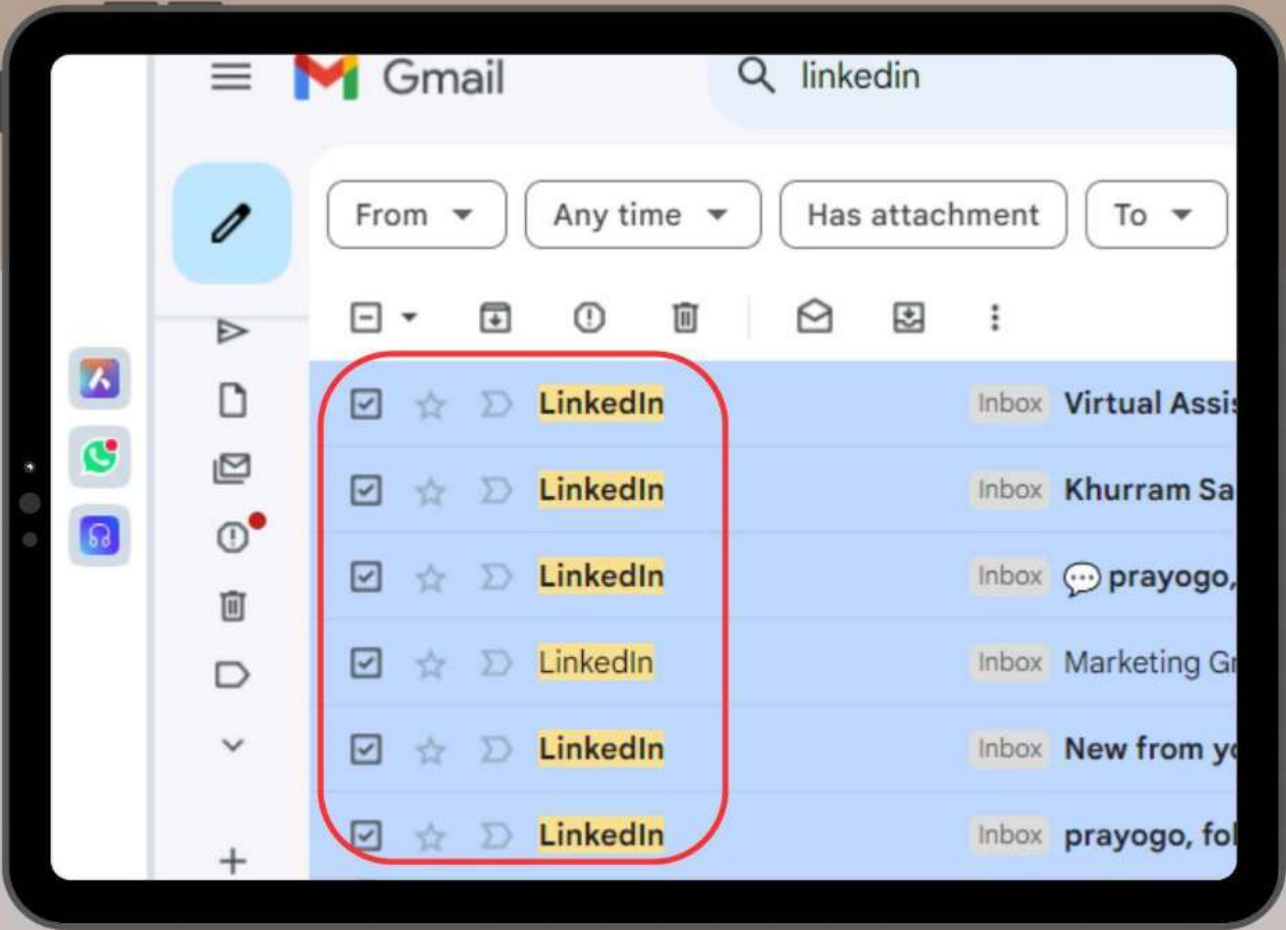
2024

# Email Management.

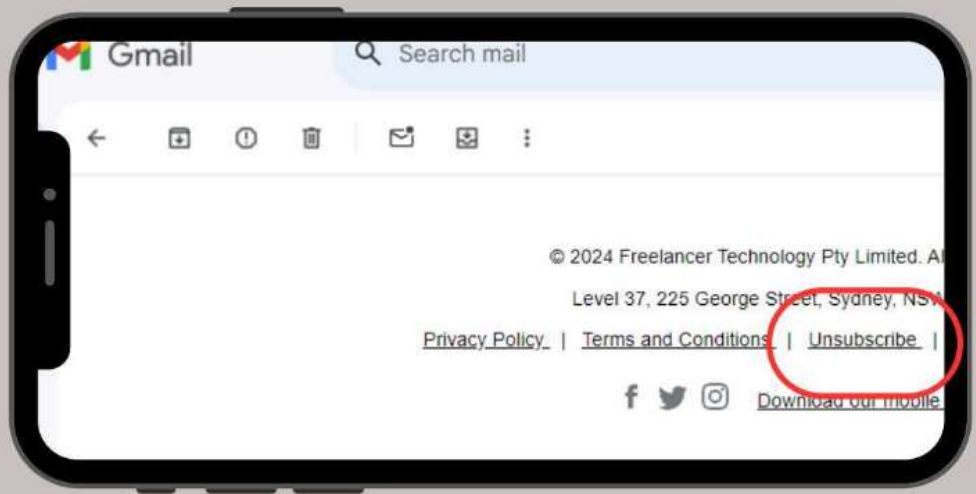
Organizing Your Inbox: I will clean up your inbox by sorting, labelling, and highlighting emails so you won't miss important ones.

# Organizing Your Inbox

Deleting unwanted Emails / Spams



Unsubscribe unwanted Mail List



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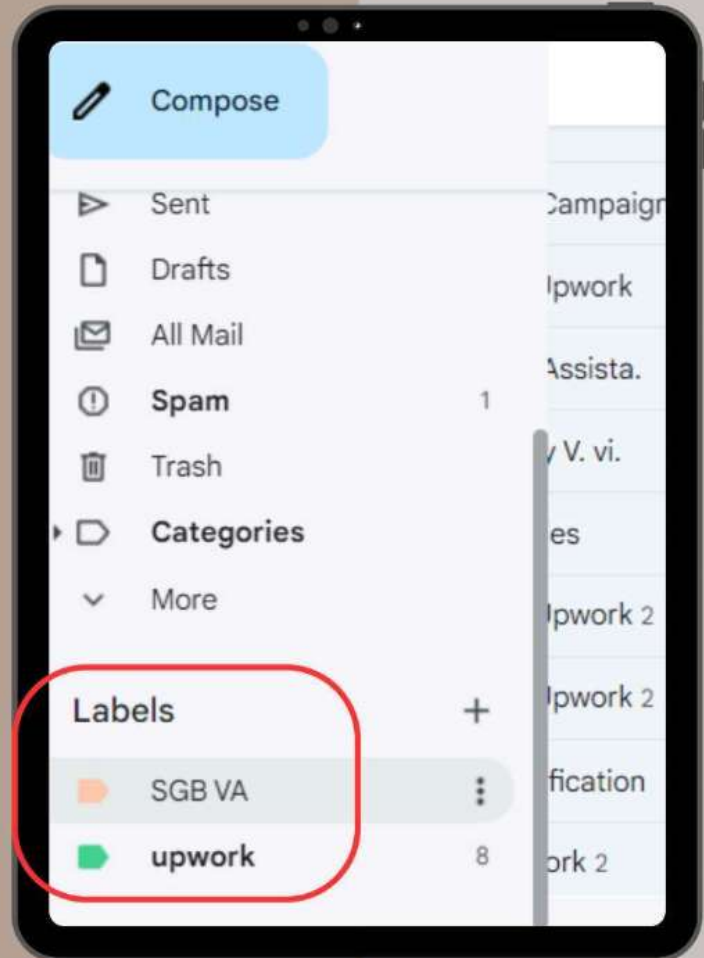
# Email Management.

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

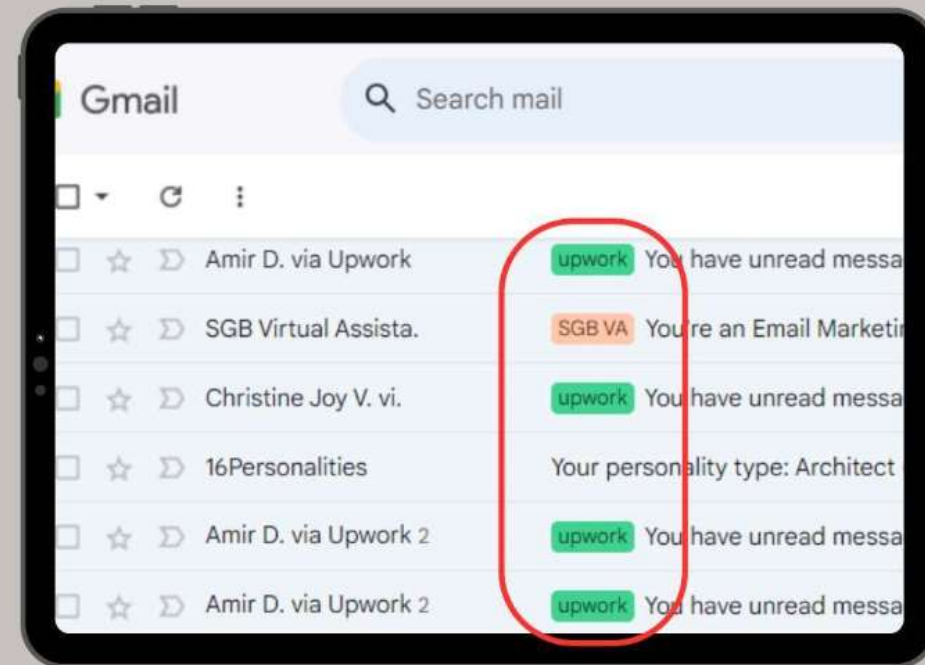


## Filtering Emails

## Labeling Emails



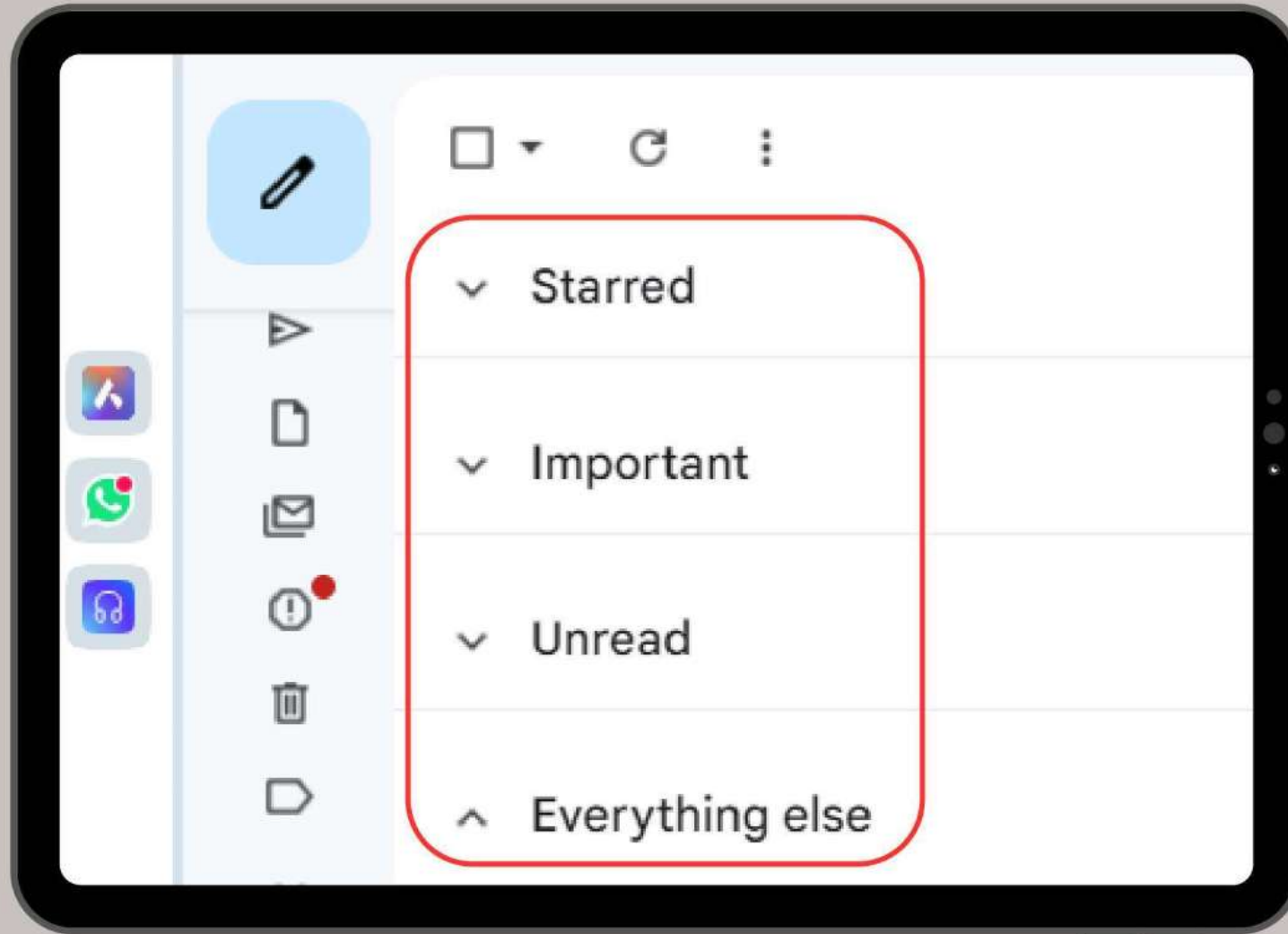
## Color the Labels



# 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.

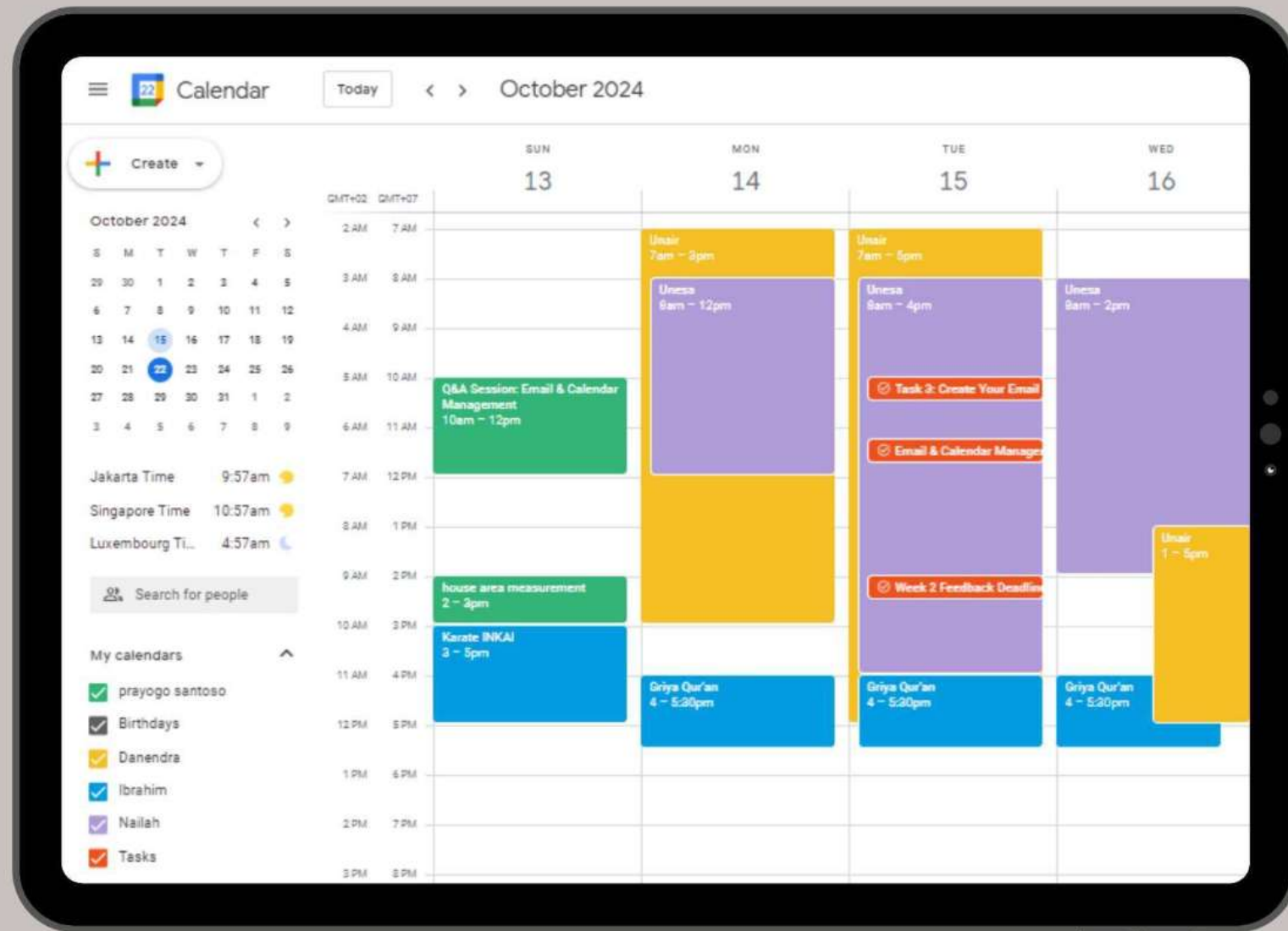
- Schedule arrangement: I will efficiently manage your appointments, meetings, and events, ensuring your calendar is up-to-date and well-organized.
- Reminder's setup: I'll set up timely reminders for your upcoming events, helping you stay on top of your commitments.

# 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

+62-858-5959-5945

<https://psantoso13.netlify.app/>  
[prayogo.santoso@gmail.com](mailto:prayogo.santoso@gmail.com)