

Portfolio.

Hello.



Introduction.

Hi! I'm **Prayogo Santoso**

As a passionate Virtual Assistant, one of my areas of expertise is managing project to ensure timely delivery and seamless execution.

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



Project Management.

Developing a Project Charter to turn ideas into reality. With careful planning and smart thinking, I navigate project challenges to deliver successful outcomes. Here's how my hands-on approach leads to success.

Project Management.

- Project Planning and Starting: Setting project goals, deciding what's included, identifying who's involved, and making a timeline.
- Task Management: Organizing tasks, deciding what's most important, giving out responsibilities, and following progress.

Project Management.

- Budget Management: Creating, checking, and controlling the project budget, including tracking spending and predicting costs.
- Communication Management: Helping team members, stakeholders, and clients communicate well using different methods.

Project Management.

- Quality Assurance: Checking project results to make sure they meet quality standards and project needs.
- Project Documentation: Keeping records of the project, like plans, status updates, meeting notes, and other important papers.

Project Charter

Project Charter

REALTORS

TITLE: Women's Day Celebration for VIP Clients (Scheduled on February 14th 2025)

PROJECT MANAGER: Prabu ~~Santoso~~

CREATION DATE: October 19th 2024

APPROVAL DATE: October 21st 2024

1. Project Information

Project Name:	Women's Day Celebration for VIP Clients
Project Description:	Organize and execute a memorable Women's Day celebration for the Realtor's VIP clients in Jakarta. This event aims to honor and appreciate the achievements of women while providing a networking platform for the clients. It will also serve as an opportunity to strengthen client relationships and enhance the realtor's brand image.

2. Project Deliverables

Detailed Event Plan: Including budget, timeline, and tasks. (December 15, 2024 | December 15, 2024)

Confirmed Venue and Catering Contracts: Signed agreements with venue and catering vendors. (December 16, 2024 | December 23, 2024)

Guest Invitations: Sent and RSVPs tracked. (January 10, 2025 | January 15, 2025)

Event Program/Agenda: A detailed schedule of activities and speakers. (January 16, 2025 | January 30, 2025)

Decor & Setup Plan: A finalized design for event decor and setup. (January 16, 2025 | February 5, 2025)

Gifts for Guests: Prepared and ready to distribute at the event. (January 31, 2025 | February 5, 2025)

Event Day Execution: Flawless execution of all logistical elements. (February 14, 2025 | February 14, 2025)

Project Management Portfolio

3. Project Risks

Low RSVP response - Send reminder invitations and offer easy RSVP options.

Vendor delays (food, decor) - Establish clear deadlines and confirm all details in advance

Unfavorable weather - Ensure the venue has indoor options.

Technical difficulties (AV equipment) - Test all equipment prior to the event and have backup options.

Guest dissatisfaction with food or service - Carefully vet the catering provider and check references.

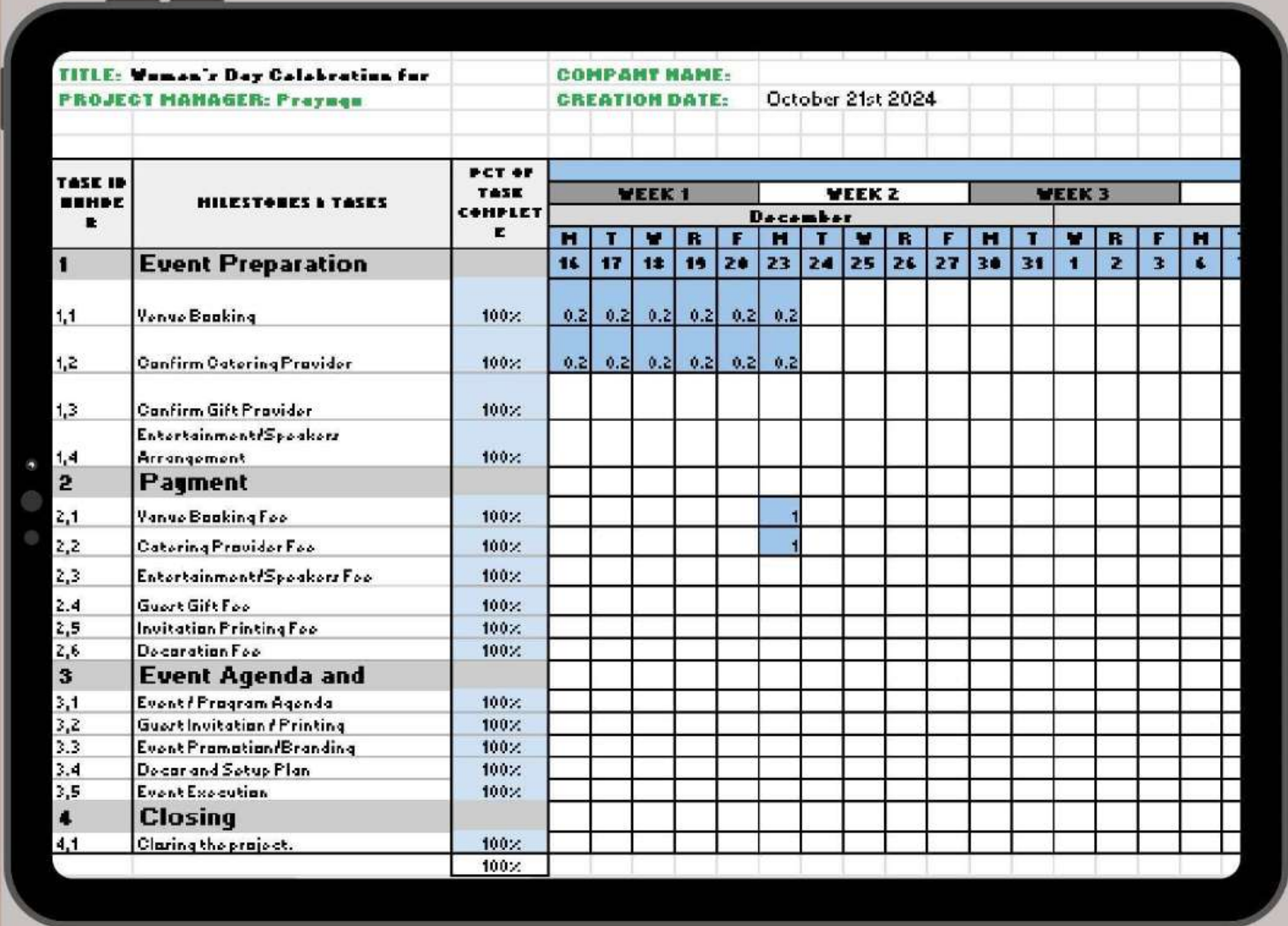
4. Project Budget

Provide an estimated budget for the project, including breakdown for specific tasks or resources.

Total Budget:	\$ 11,300
Breakdown:	
Venue Rental	\$ 2,200
Catering (Food & Drinks)	\$ 3,300
Entertainment/Speakers	\$ 1,500
Decorations	\$ 1,000
Gifts for Guests	\$ 1,500
Invitations & Printing	\$ 300
Event Promotion/Branding	\$ 500
Miscellaneous Expenses e.g., last-minute vendor expenses)	\$ 500
Contingency Fund (any unexpected costs, ensuring smooth execution)	\$ 500

Task Management

Gantt Chart



2024

E	F	G	H	I	J	K
Project Expenses			Emergency Fund		Summary	
ITEM	DUE DATE	AMOUNT	DATE	AMOUNT	TOTAL PROJECT INCOME	
Vanue Booking Fee	23.12.2024	\$2,200.00	11.2.2025	\$1000,00		
Catering Provider Fee	23.12.2024	\$3,300.00			\$11,300.00	
Entertainment/Speakers Fee	30.1.2025	\$1,500.00			TOTAL PROJECT EXPENSES	
Guest Gift Fee	5.2.2025	\$1,500.00				
Invitation Printing Fee	15.1.2025	\$300.00			\$9,800.00	
Decoration Fee	5.2.2025	\$1,000.00			TOTAL EMERGENCY FUND	
		\$9,800.00			\$1000,00	
					CASH BALANCE	
					\$500	

Budget Management

Prayogo Santoso

Proficient in.

- Project Management software: Trello
- Communication Tools: Zoom, Teams
- Collaboration Tools: Google Workspace (Docs, Sheets, Drive)



**Thank
you.**

Contact Me

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