<!DOCTYPE html>

<html lang="en">

<head>

<meta charset="UTF-8" />

<meta name="viewport" content="width=device-width, initial-scale=1.0" />

<title>General VA Portfolio - [Your Name]</title>

<style>

/\* Reset & Base \*/

\* { margin: 0; padding: 0; box-sizing: border-box; }

body { font-family: Arial, sans-serif; line-height: 1.6; color: #222; background: #fff; }

a { text-decoration: none; color: inherit; }

h1, h2, h3 { margin-bottom: 1rem; }

section { padding: 60px 20px; max-width: 1000px; margin: auto; }

/\* Navbar \*/

nav {

position: fixed; top: 0; left: 0; right: 0;

background: #fff; border-bottom: 1px solid #ddd;

display: flex; justify-content: center; gap: 30px;

padding: 15px; z-index: 1000;

}

nav a { font-weight: bold; color: #333; transition: 0.3s; }

nav a:hover { color: #0077b6; }

/\* Hero Section \*/

#home { text-align: center; padding-top: 100px; }

#home h1 { font-size: 2.5rem; margin-bottom: 15px; }

#home p { font-size: 1.2rem; margin-bottom: 25px; color: #555; }

.btn { background: #0077b6; color: #fff; padding: 12px 25px; border-radius: 5px; }

.btn:hover { background: #005f86; }

/\* Services & Tools Grid \*/

.grid { display: grid; grid-template-columns: repeat(auto-fit, minmax(250px, 1fr)); gap: 20px; }

.card { padding: 20px; border: 1px solid #ddd; border-radius: 8px; background: #fafafa; }

/\* Testimonials \*/

.testimonial { font-style: italic; margin-bottom: 20px; border-left: 4px solid #0077b6; padding-left: 15px; }

/\* Contact Form \*/

form { display: flex; flex-direction: column; gap: 15px; }

input, textarea {

padding: 12px; border: 1px solid #ccc; border-radius: 5px; font-size: 1rem;

}

button { background: #0077b6; color: #fff; border: none; padding: 12px; border-radius: 5px; cursor: pointer; }

button:hover { background: #005f86; }

/\* Footer \*/

footer { text-align: center; padding: 30px 20px; font-size: 0.9rem; background: #f9f9f9; color: #555; margin-top: 40px; }

</style>

</head>

<body>

<!-- Navbar -->

<nav>

<a href="#home">Home</a>

<a href="#about">About</a>

<a href="#services">Services</a>

<a href="#tools">Tools</a>

<a href="#samples">Samples</a>

<a href="#faqs">FAQs</a>

<a href="#rates">Rates</a>

<a href="#testimonials">Testimonials</a>

<a href="#contact">Contact</a>

</nav>

<!-- Home -->

<section id="home">

<h1>Delegate your tasks, reclaim your time.</h1>

<p>I help busy professionals save time, stay organized, and focus on what truly matters.</p>

<a href="#contact" class="btn">Hire Me as Your VA</a>

</section>

<!-- About -->

<section id="about">

<h2>About Me</h2>

<p>Hi, I’m [Your Name], a General Virtual Assistant dedicated to helping business owners, entrepreneurs, and professionals save time, stay organized, and achieve their goals. With a versatile skill set, I handle daily administrative and operational tasks so you can focus on growing your business.</p>

</section>

<!-- Services -->

<section id="services">

<h2>Services I Offer</h2>

<div class="grid">

<div class="card">📧 Email Management & Inbox Organization</div>

<div class="card">📅 Calendar & Appointment Scheduling</div>

<div class="card">📊 Data Entry & File Organization</div>

<div class="card">✈️ Travel Research & Bookings</div>

<div class="card">🔍 Market & Competitor Research</div>

<div class="card">📝 Document Preparation</div>

<div class="card">📱 Light Social Media Support</div>

<div class="card">💬 Customer Support</div>

</div>

</section>

<!-- Tools -->

<section id="tools">

<h2>Tools I Use</h2>

<div class="grid">

<div class="card">📩 Gmail, Outlook, Slack, Zoom, MS Teams</div>

<div class="card">📂 Google Workspace, Microsoft Office, Dropbox, Notion</div>

<div class="card">📋 Trello, Asana, ClickUp</div>

<div class="card">✅ Evernote, Calendly, Todoist</div>

<div class="card">🎨 Canva</div>

</div>

</section>

<!-- Samples -->

<section id="samples">

<h2>Sample Works</h2>

<ul>

<li>Professional email response template</li>

<li>Calendar management sample</li>

<li>Data entry / spreadsheet demo</li>

<li>Presentation slides</li>

<li>Competitor research mock report</li>

<li>Social media content calendar</li>

</ul>

</section>

<!-- FAQs -->

<section id="faqs">

<h2>FAQs</h2>

<p><strong>What types of tasks can you handle?</strong> I can manage administrative, organizational, and basic creative tasks.</p>

<p><strong>Do you work with one-off or long-term clients?</strong> Both! I offer one-time project support or ongoing VA services.</p>

<p><strong>What time zones do you work in?</strong> I’m flexible and can adjust based on your business hours.</p>

<p><strong>How do you ensure confidentiality?</strong> I handle all client data with professionalism and discretion.</p>

</section>

<!-- Rates -->

<section id="rates">

<h2>Rates</h2>

<ul>

<li>Hourly: $10–$25/hour</li>

<li>Retainer Packages: 10, 20, 40 hours/month</li>

<li>Project-Based Pricing available</li>

</ul>

</section>

<!-- Testimonials -->

<section id="testimonials">

<h2>Testimonials</h2>

<div class="testimonial">“[Your Name] keeps my day-to-day tasks running smoothly. I can finally focus on strategy instead of admin work.”</div>

<div class="testimonial">“Reliable, fast, and efficient—exactly what I needed in a VA.”</div>

</section>

<!-- Contact -->

<section id="contact">

<h2>Let’s Connect</h2>

<p>Your productivity partner is just one message away.</p>

<form action="https://formspree.io/f/yourFormID" method="POST">

<input type="text" name="name" placeholder="Your Name" required />

<input type="email" name="email" placeholder="Your Email" required />

<textarea name="message" rows="5" placeholder="Your Message" required></textarea>

<button type="submit">Send Message</button>

</form>

</section>

<!-- Footer -->

<footer>

<p>© 2025 [Your Name] | Virtual Assistant Portfolio</p>

</footer>

</body>

</html>