

# **\*BUSINESS\*** **PORTFOLIO**



**Agnes Hassan**



Facebook

**HELLO, I'M**

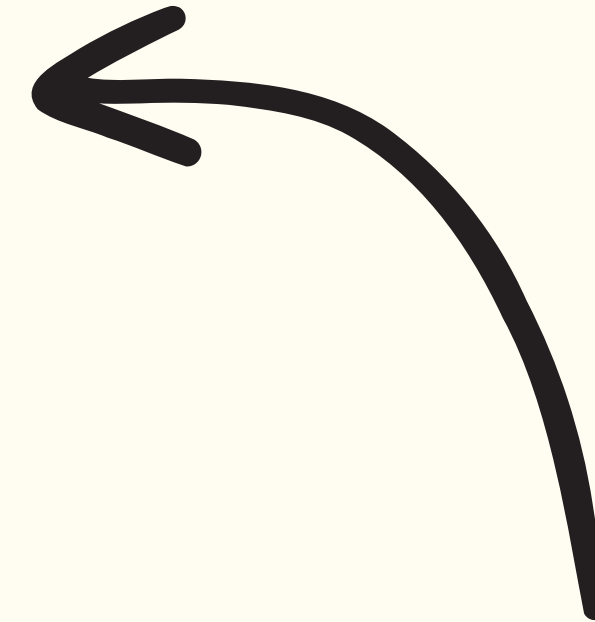
# **AGNES HASSAN A.K.A. AMINAH**

## **About Me**

I specialize in providing tailored virtual executive assistance to empower businesses and entrepreneurs to excel. With expertise in managing calendars, coordinating meetings, handling correspondence, and streamlining administrative tasks, I ensure smooth and efficient operations. Additionally, I offer creative support through content creation, such as video editing, designing promotional materials, and producing visually engaging presentations. My goal is to manage the essential details that keep a business running and enhance its brand presence. Each partnership is built on trust and reliability, allowing my clients to focus on their core objectives while I handle both administrative and creative tasks. It's not just about completing assignments—it's about driving productivity, fostering growth, and being a reliable partner in achieving success.



# **PROFESSIONAL** **SKILLS**



- \* Project Management
- \* Social Media Management
- \* Facebook Ads, Instagram Ads
- \* Calendar Management
- \* Email Management
- \* Travel Management
- \* Inbox Management
- \* Appointment Setting
- \* Graphic Design

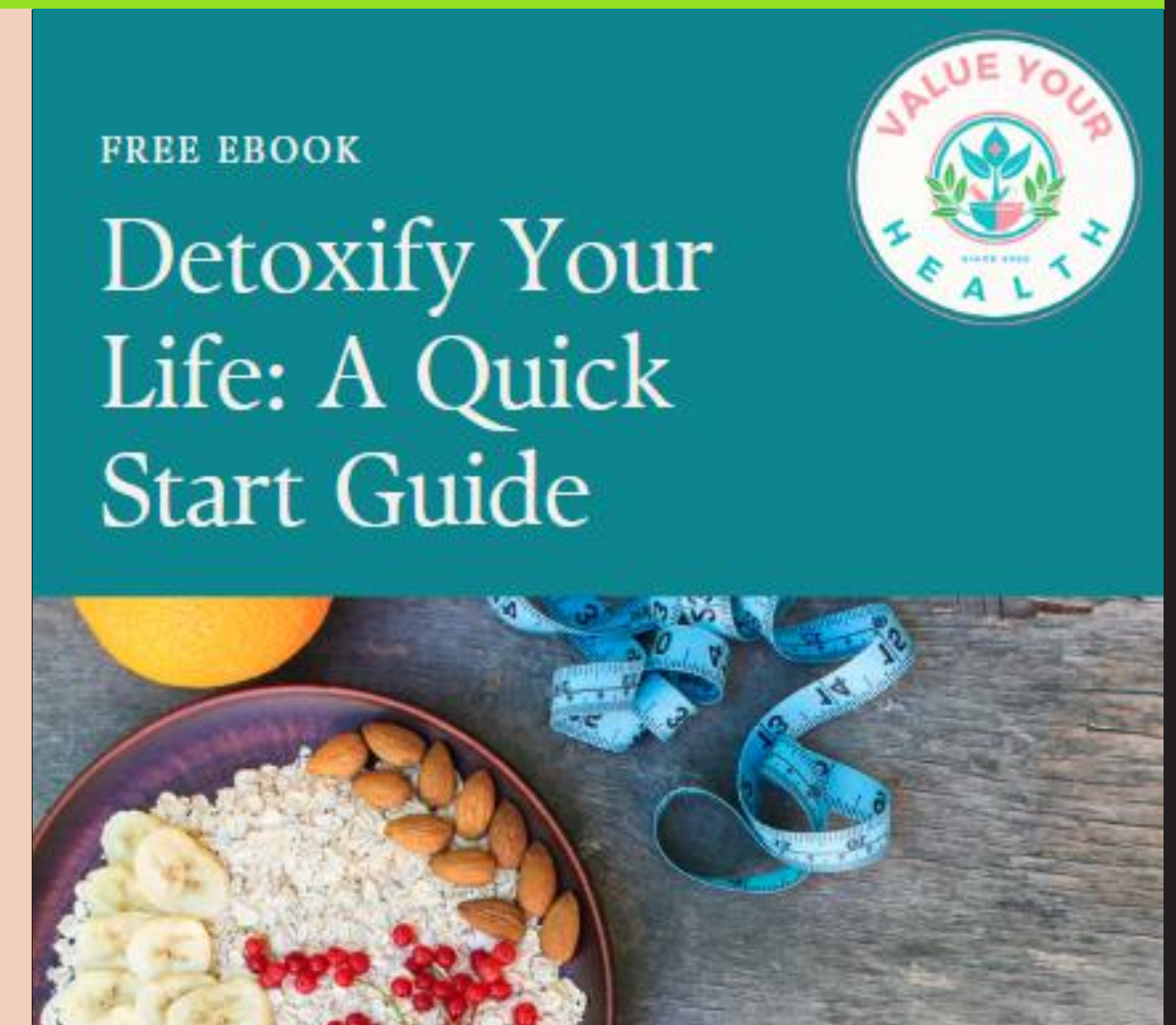
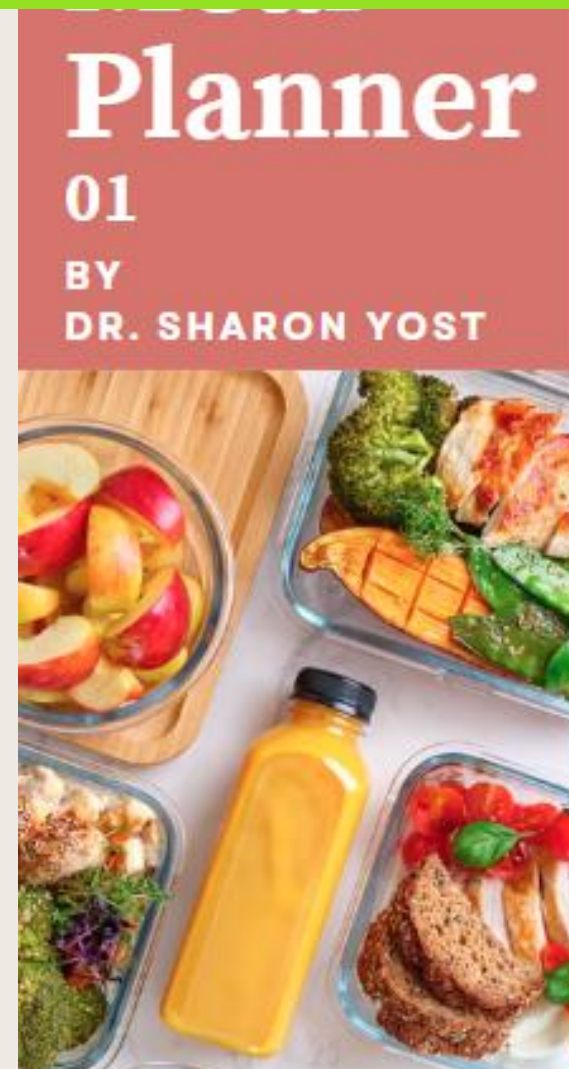
- \* AI for Task Automation
- \* Customer Service
- \* Technical Support
- \* Event Coordination
- \* Website Maintenance
- \* Vendor Coordination
- \* Grant Writing
- \* Contract Drafting





# CREATIVE PROJECTS

# SLIDES/DECKS





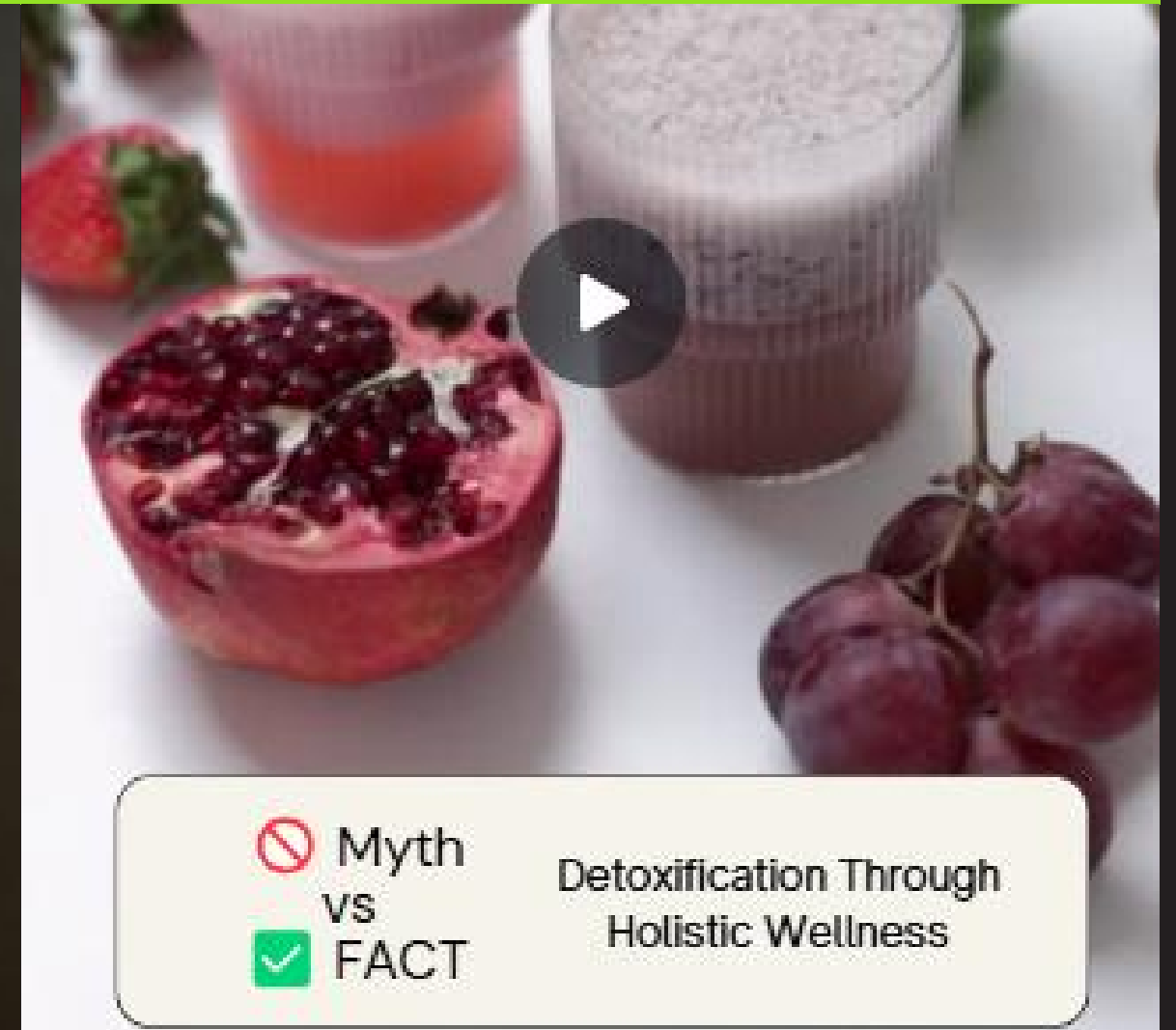
# CREATIVE PROJECTS

# SLIDES/DECKS



# CREATIVE PROJECTS

# VIDEOS/REELS





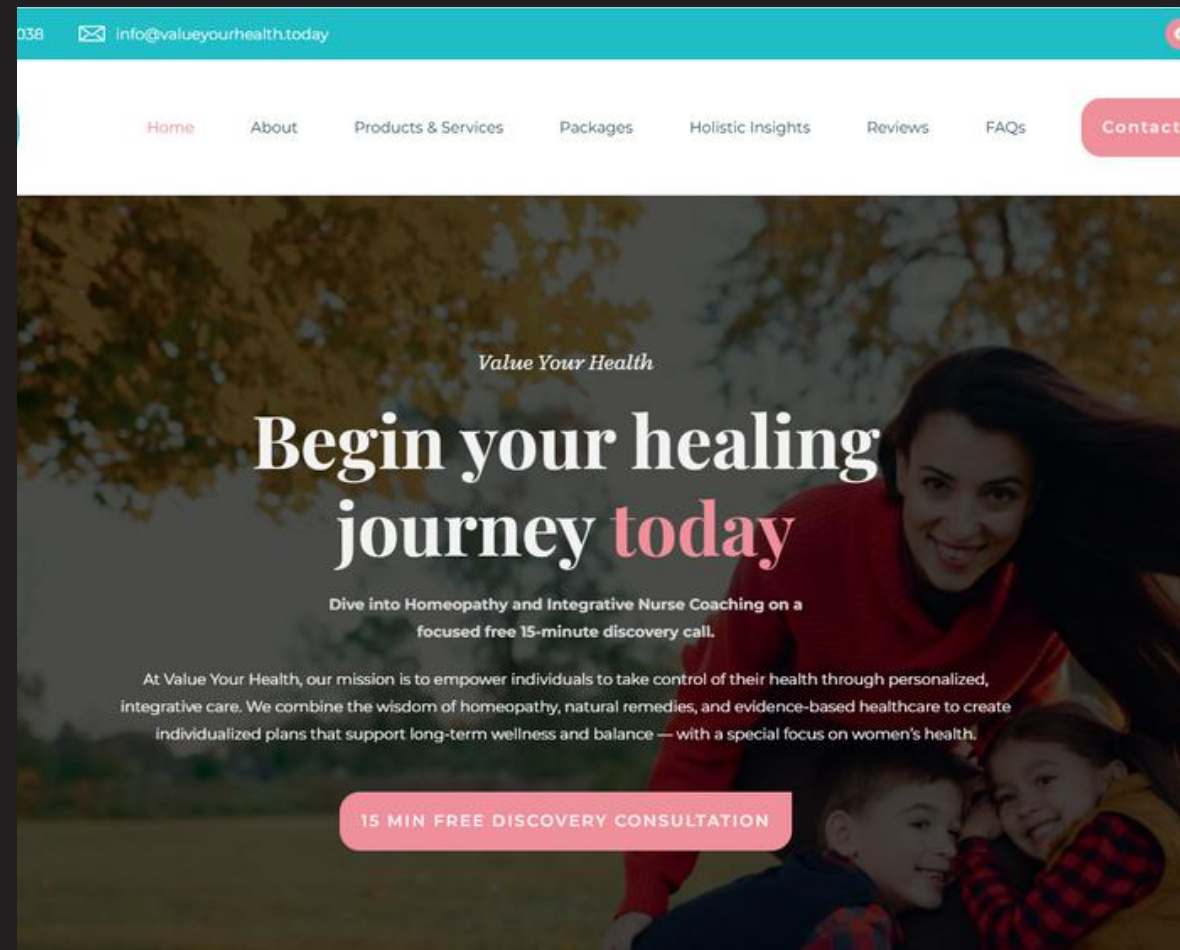
# CREATIVE PROJECTS

# VIDEOS/REELS



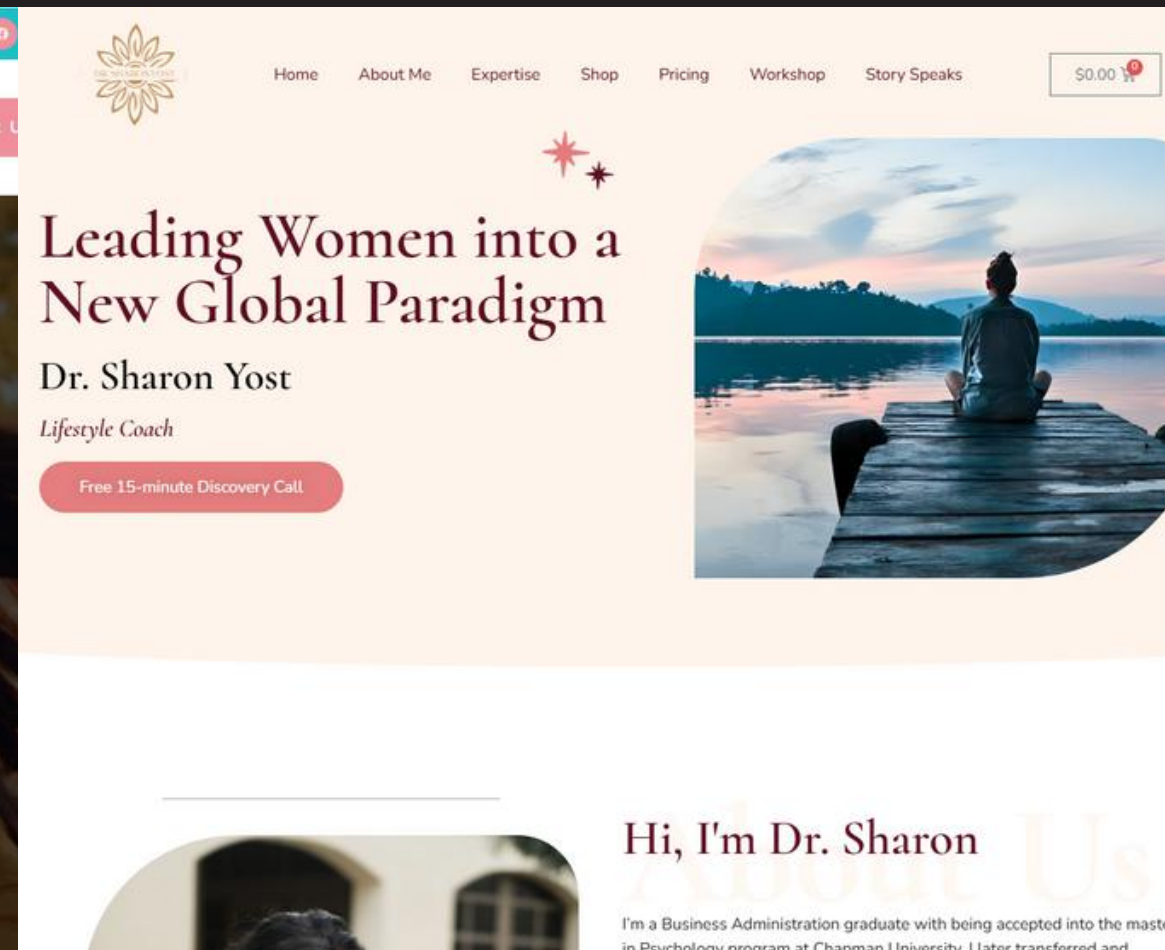


# WEB MAINTENANCE & MANAGEMENT



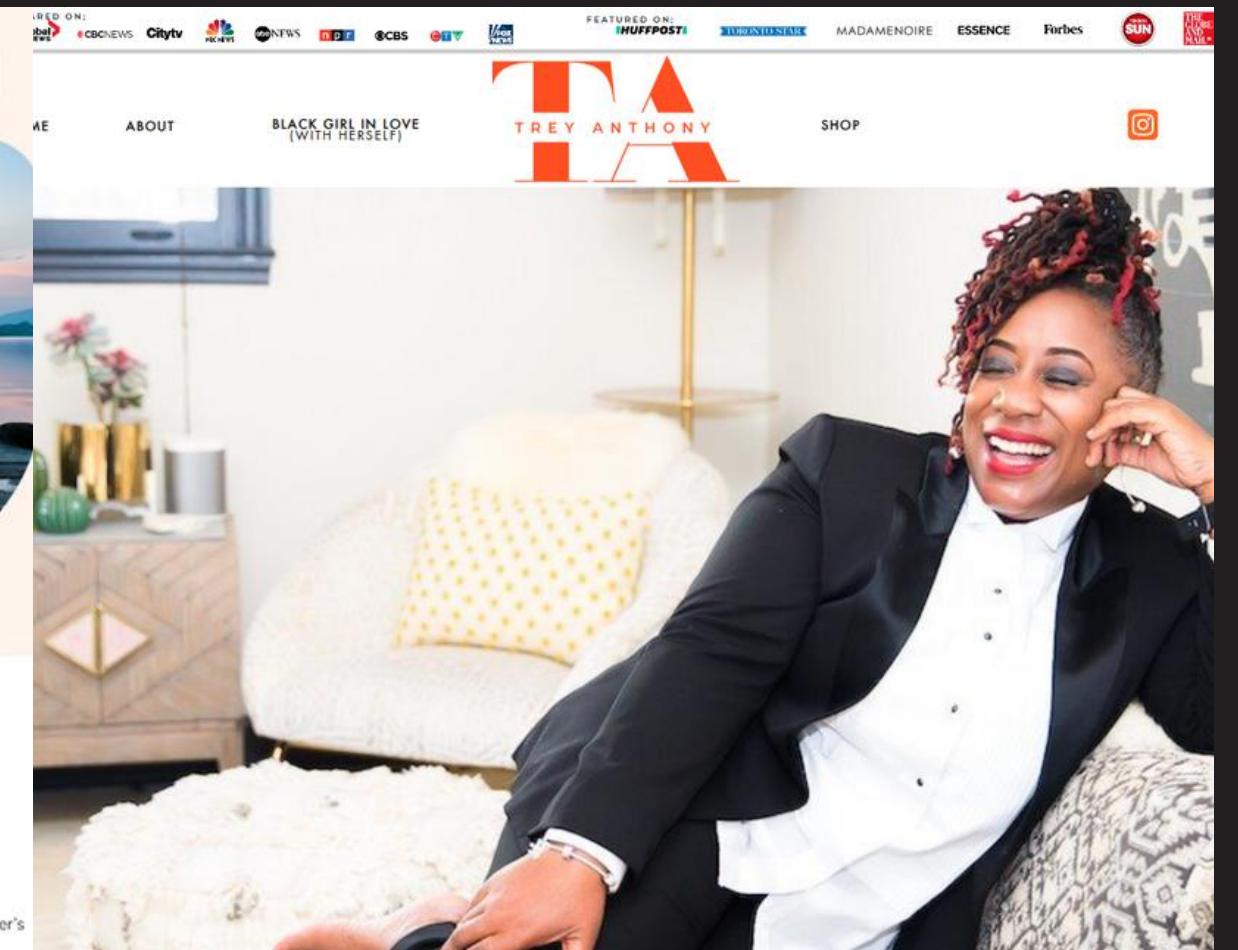
## Value Your Health

Managed this WordPress website by connecting its hosting through Namecheap, adding pages, revising content and images, installing an email opt-in plugin, designing the logo, ensuring all plugins are up to date, and generating analytics reports.



## Dr. Sharon Yost

Managed this WordPress website by installing plugins, adding an email opt-in for marketing, integrating the healthcare consultation platform, and ensuring all plugins remain up to date. Set up WooCommerce to add products, services, and eBooks, created dedicated pages to showcase them, and generated analytics reports.



## Trey Anthony

Managed this Showit website by creating and adding new pages, including a dedicated reviews page and a shop page to enhance user engagement and functionality.



**\* LET'S WORK \***

**TOGETHER**



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MrsHassan2018



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