

Blessing Jones

Expert AI assistant

SUMMARY

I am a reliable, detail-oriented, and proactive Virtual Assistant dedicated to helping busy entrepreneurs, startups, and growing businesses stay organized and productive. I take pride in delivering high-quality administrative support that allows my clients to focus on growing their business while I handle the day-to-day tasks efficiently and professionally.

My services include:

- Email and inbox management
- Customer service and email support
- File and document organization
- CRM data management

Let's work together to simplify your daily operations, improve productivity, and achieve your business goals.

TECHNICAL SKILLS

Main Technical Skills	AI Assistants: DeepCoder
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I am a reliable, detail-oriented, and proactive Virtual Assistant dedicated to helping busy entrepreneurs, startups, and growing businesses stay organized and productive. I take pride in delivering high-quality administrative support that allows my clients to focus on growing their business while I handle the day-to-day tasks efficiently and professionally.

I have experience managing emails, calendars, scheduling appointments, data entry, internet research, document preparation, file organization, customer support, and other administrative responsibilities. I am comfortable working with tools such as Google Workspace (Docs, Sheets, Drive, Gmail, Calendar), Microsoft Office, Trello, Asana, ClickUp, Notion, Slack, Zoom, Canva, and CRM platforms.

I believe that great communication, accuracy, and consistency are the foundation of excellent virtual assistance. Whether it's organizing your inbox, managing your schedule, responding to customers, preparing reports, maintaining spreadsheets, or handling repetitive tasks, I ensure every assignment is completed on time and with attention to detail.

I am a fast learner who adapts quickly to new systems and workflows. I enjoy solving problems, streamlining processes, and finding ways to improve efficiency. My goal is to become a dependable extension of your team by providing reliable support that saves you time and reduces your workload.

My services include:

- Email and inbox management
- Calendar and appointment scheduling



- Data entry and spreadsheet management
- Internet and market research
- Customer service and email support
- File and document organization
- Travel planning and itinerary management
- Meeting coordination and note-taking
- CRM data management
- Social media assistance
- Canva presentations and basic graphic design
- Administrative support and personal assistance

I value professionalism, confidentiality, and long-term working relationships. Every client is unique, so I take the time to understand your goals and tailor my support to fit your business needs. I am committed to delivering accurate work, meeting deadlines, and maintaining clear communication throughout every project.

If you're looking for a dependable Virtual Assistant who is organized, resourceful, and committed to helping your business run smoothly, I would be happy to work with you. Let's work together to simplify your daily operations, improve productivity, and achieve your business goals.

